CONTRIBUTIONS REPORTING APPLICATION PROCESS

(CRA)

MANUAL

Information Technology Systems
Retirement Systems of Alabama
135 South Union Street
Montgomery, Alabama 36104

(334) 832-4140
Toll free: 1-800-214-2158

For technical support call 1-800-214-2158 extension 154

Table of Contents

Figures, Tables, Addendums, and Appendixes

I.   Overview

The Contributions Reporting Application (CRA) is an automated system that can be used to maintain retirement contributions, deferred compensation (RSA-1) contributions, service credit, and generate monthly reports to The Retirement Systems of Alabama (RSA). The complete system includes the CRA software, a database containing application setup parameters, and a database that stores twelve months of information. For ERS units, the system is designed to run on fiscal year October through September. For TRS units, the system is designed to run on fiscal year July through June. As each month is added to the database during the year, any prior month back to the first month in the fiscal year can be reviewed. All of these processes are described in more detail in the following sections. Table 1 summarizes abbreviations used throughout the manual.

Table 1

Abbreviation	Description
ERS	Employees' Retirement System
TRS	Teachers' Retirement System
PC	Personal Computer
RSA	The Retirement Systems of Alabama
RSA-1	Deferred Compensation
CRA	Contributions Reporting Application
SSN	Social Security Number

Note: Many of the figures used in this document were taken from the ERS portion of the program. Therefore, those who belong to TRS or the RSA-1 Only groups will have some screens and message boxes that vary somewhat from those shown. Those differences will be discussed throughout the manual.

II.   New for Version 2.0

This section attempts to briefly describe some of the major changes for Version 2.0. This is not meant to be taken as a complete list of all changes. For detailed information you must read the appropriate section of the manual. Section references are given in the following paragraphs to point you to more detailed information and the Table of Contents and Index can be used to find information on changes not mentioned here.

The most obvious change for Version 2.0 is the name of the application. Instead of SCA or Section 12 Contributions Application the software will now be known as CRA or Contributions Reporting Application. This is because the same software will now be used by ERS, TRS, and RSA-1 Only units. Since these groups do have different requirements, a field was added to the Setup window (Section V) that allows you to specify which system your unit belongs to. This choice will affect the windows, menus, reports, and the fiscal year stored in your database.

Also new to Version 2.0 is the addition of classification codes. Classification codes were added to accommodate ACT #2000-669 that grants hazardous duty time for service rendered as a firefighter, a law enforcement officer, or a correctional officer (see Addendum B). Only ERS and TRS units use these classification codes. In version 1.0 there was a single employer cost factor that applied to every employee. With the addition of classification codes the employer cost factor became more complicated. There are now different cost factors associated with each classification code. Changes to the classification codes as well as the employer cost factors are done on the Employer Cost Factors form (Section VIII.A.iii.a).

Another major change that required changes to be made to the program is the addition of a new option for RSA-1 Members effective in January of 2001. The RSA-1 members will now have an option to contribute to either a stock or fixed income (bonds) investment as described in Addendum C. Accordingly, a field has been added to the Deferral table to allow for this change. The Type column will be used to indicate what type of deferral is being made. The options for this field can be seen by viewing the Edit / View Fund Types form. To save a deferral record all of the columns in the Deferral table must be filled in,

including the Type column. All of the reports that give a RSA-1 Total will give an overall total as well as a total for each of the deferral types.

The addition of classification codes and the expansion of the employer cost factor have changed the Tally Remittance form as well as the Remittance reports that are printed and sent to RSA. When you view the Tally Remittance form in Version 2.0, you are looking at the totals for a single cost factor rather than a complete total. The program will determine how many different cost factors you have entered and then list these different factors in the cost factor combo box in the top right corner of the Tally Remittance form. The cost factor selected in the combo box is the cost factor whose information will be seen in the Tally Remittance window. To select a different cost factor you simply choose another option from the combo box and press the Enter key. When you print the Remittance reports for all Factors (Section X.A.iii), you will have a page printed with the totals for each cost factor, then the RSA-1 totals page, and finally the Total Remittance page that shows the total for all employees for that reporting period. For more information on the Tally Remittance form see Section X.

Another major change for the new software is that the program no longer sets the location of files. Your database can be located wherever you wish to put it. To allow this, a new field has been added on the Setup form (Section V) that allows you to enter the location of your database. This information will then be saved to the setup database.

The CONTCARD file has been split into two separate files: one that contains the retirement contribution information and one that contains the RSA-1 deferral information. Instead of using the file name, the program now uses the file extension to identify the files. Files that end with ".ret" contain the retirement contribution information and files that end in ".rsa" contain the deferral information. The file names should not be changed from the default however. The names contain information that helps identify the retirement system membership, the unit, and the reporting month.

The way records are saved has also undergone a major change. Instead of using the Enter key to move between fields and save records, you must now use the Tab key to move between fields and the Save Record button to save the changes you have made. For more information on navigating between the fields and for information on short cut keys see Section VIII.D.

III. Installing the Contributions Reporting Application

A. Using the Database Diskette and CRA CD

When you receive the database diskette and Contributions Reporting Application CD from RSA, you will first need to save your database on your computer. To do this, insert the diskette containing the database into the proper drive. On the desktop, double click the My Computer icon. When the window opens, double click the drive where you inserted the database diskette.   This will open a window that contains the database for your particular unit. You will need to right click the database icon and choose Copy from the pop up menu. Another way to copy the database is to select the database icon, click on the Edit menu, and choose the Copy option. Next, you will need to choose a location for your database. This can be done by double clicking either the My Computer or Windows Explorer icon. The database can be saved to any location, but make sure you remember the location because you will need it during CRA setup application. Once you have chosen a location for the database, click in the proper window and right click to view the pop up menu. Choose the Paste option to place the database in that location. Again, you could also do this by clicking in the proper window, clicking on the Edit menu, and choosing the Paste option.

Note: If you will be reporting for more than one unit, you may have several databases on one diskette or more than one diskette. Follow the above steps for each database.

After the database has been saved to your computer, insert the CD into the proper drive. Once again, double click the My Computer icon. When the window opens, double click the drive where you inserted the application CD. A window will open that contains all the items needed for the application to be loaded. To begin CRA setup application, double click the setup.exe icon.

B. Loading the CRA Setup Application

As the CRA setup application prepares to load the CRA software to your computer, you will notice a window titled Install that informs you that the CRA setup application is copying files in order to begin setup (Figure 1). It shows you what files are being processed, as well as the number of files that will be processed (ex. 1 of 20).

Figure 1
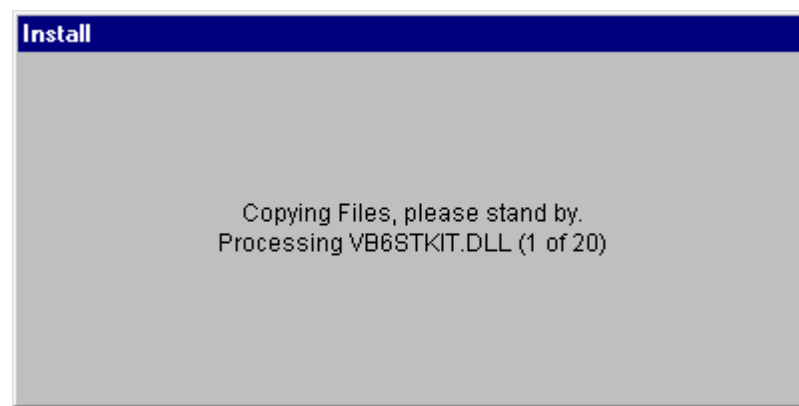
If the CRA setup application finds that your computer has some files out of date, a message like Figure 2 will be displayed. To update the files, click the OK button. Otherwise, click the Cancel button to exit the CRA setup application without updating the system files.

Figure 2
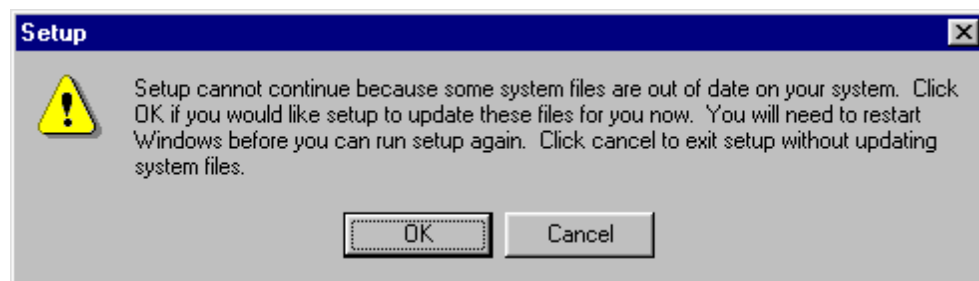
If the OK button is pushed, another message is displayed to see if you would like to restart Windows, which is required to update the system files. By clicking the Yes button, your computer will be restarted. You will then need to double click the setup.exe icon to begin the CRA setup application again. If, after Windows has been restarted, the Install window shows that more than fifteen files are being copied, please press the Cancel button and call 1-800-214-2158 extension 154. If you choose to click the No button, you will exit the CRA setup application.

Figure 3
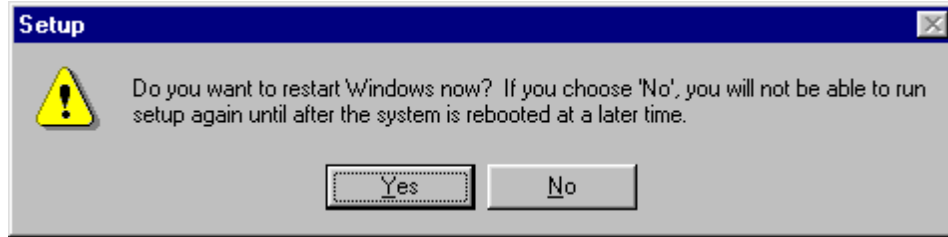
C. The Contributions Reporting Application Setup

When the CRA setup application begins, a message is displayed (Figure 4) to remind you to close any applications you have running before continuing. If there are no applications other than the CRA setup application running, click the OK button. Otherwise, click the Exit Setup button to exit.

Figure 4

If you have chosen to continue the installation process, you will be allowed to choose the directory where you wish the application to be saved. The default will be displayed and it is suggested that you do not change the default directory. If you do wish to change the default directory, click on the Change Directory button shown in Figure 5.

Figure 5
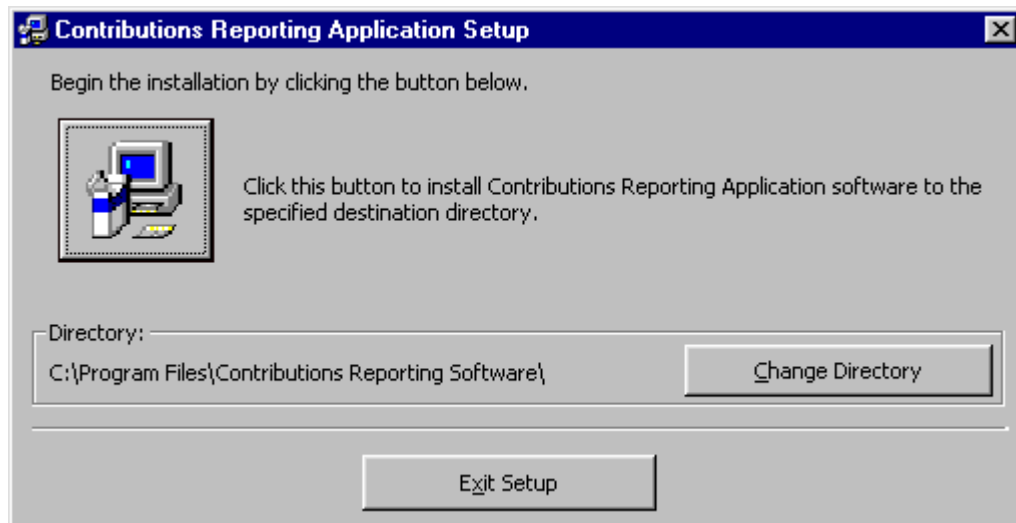
The Change Directory form will be shown and you will be able to choose a new path by either typing in the Path text box or choosing the destination directory in the Directories and/or Drives list boxes (Figure 6). Click on the OK button to accept the destination directory choice or click on the Cancel button to return to the previous window.

Figure 6
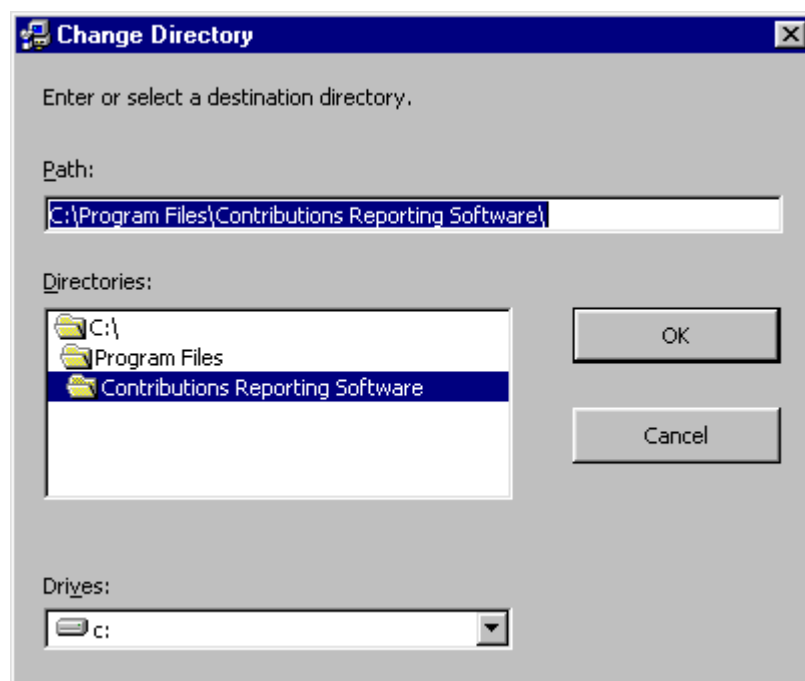
After a decision has been made about the destination directory of the application, click the button (with a picture of a computer) at the top left of the window to begin the installation of the application. As shown in Figure 7, you will be asked to choose a Program Group for the application. You can choose to use the default program group "Contributions Reporting", choose a new Program Group by typing in the Program Group text box, or choose an existing group by

selecting from the Existing Groups list box. After making your selection, simply click on the Continue button to finish the installation or the Cancel button to exit.

Figure 7
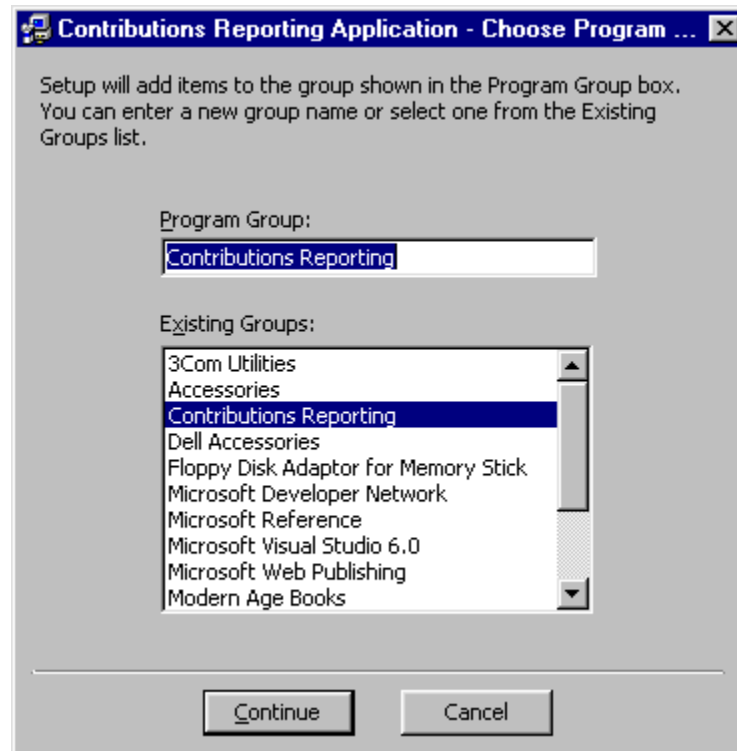
Once you have clicked the Continue button, the CRA setup application will begin working in the background to make sure all the necessary components are installed. A box will be displayed to show you the progress of the CRA setup application. If you decide not to continue with the installation, click the Cancel button and you will exit. After the CRA setup application is finished, a message will be displayed to notify you the installation was successful (Figure 8). Simply click the OK button and you will be able to begin the application.

Figure 8
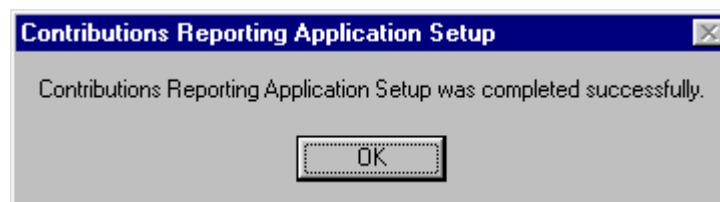
D. Exiting the CRA Setup Application

Through out the CRA setup application, you will be able to exit or cancel the process by clicking on either the Exit Setup or Cancel button at the bottom of the various screens. By doing so, the message shown in Figure 9 will be displayed.

Figure 9
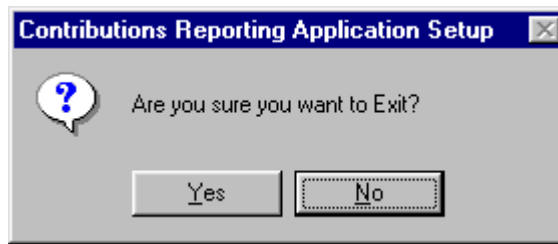
If you do not wish to exit the CRA setup Application, click the No button and you will be returned to the previous screen. By clicking the Yes button, you will continue to exit and a message is displayed informing you that the software was not fully installed, as in Figure 10. You will need to click the OK button to continue. Another message (Figure 11) is displayed to notify you that the removal of the CRA setup application is about to begin. Once again, click the OK button to continue.

Figure 10
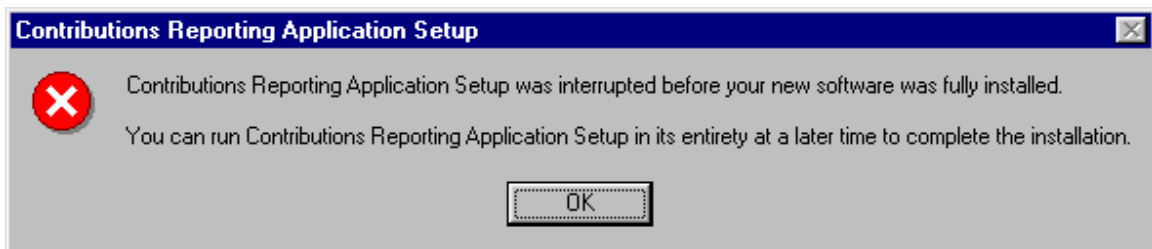
Figure 11
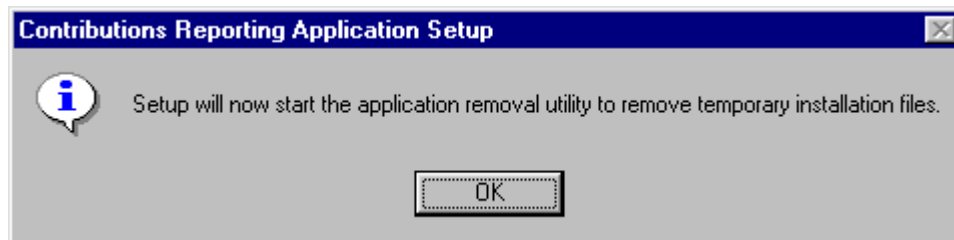
A progress bar will appear to show you how much of the removal process has taken place and how much longer the process will take place. When the removal process completes, the progress bar will be removed and a message will be displayed, as in Figure 12. At this point, the CRA setup application has been completely removed from your computer. In order to install the CRA software, you will need to begin again as noted in Section A above.

Figure 12

IV. Starting the Contributions Reporting Application

To use the CRA application you must install the software on a computer running Windows 95 or later. When CRA is started the first time, setup parameters must be completed to use the application. These are discussed in detail in Section V.

1. Click on the Start button on the taskbar and the Start Menu is displayed. Figure 13 is a sample Windows 95 taskbar showing the Start button.

2. Select the Programs menu option by moving the mouse pointer over the word Programs and a list of available programs is displayed.

Figure 13
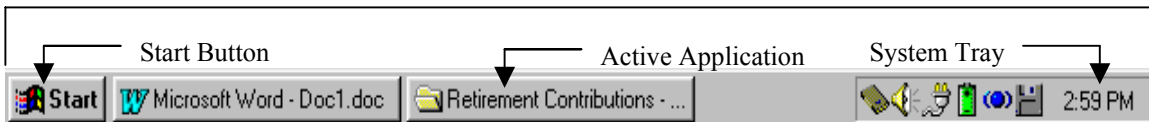
3. Locate the program name Contributions Reporting in the list, then click on CRA to start the application. The application should begin to run.

Note: When the program was installed you were given a choice of where to place the application in the program menu. If you changed the path from the default Contributions Reporting then you will have to substitute this folder name into the instructions in Step 3.

V. Contributions Setup Form

The first time CRA is started, the setup window as shown in Figure 14 will be displayed. This screen will also be displayed when you select either of the Add Unit functions (Section VII.C and Section VIII.A.v.b) or when you select one of the change options under the Setup menu on the Contributions Reporting form. With the exception of the Password Security section, this window is used to enter information unique to each unit. There are six items to complete: the location of the database, unit code, retirement system membership, unit name, first payroll month, and security information.

Figure 14

A. Setup Fields

i. Location of Database

This is the first field at the top of the Setup form (Figure 14-A). You cannot type directly into this field. You must use the Browse button as described in Section B.i. The information entered into this field will be the location you placed the database that will hold all of the contribution information for the given unit.

ii. Unit Code

A Unit Code is assigned to each unit by RSA. It may be entered in uppercase or lowercase, but CRA will automatically convert it to uppercase when it is displayed or printed. It also appears in the Contributions Reporting window along with the unit name. In addition, the unit code is written to the data files sent to RSA and printed on reports. Therefore, it is very important to re-check the unit code before completing setup! If the database sent to you has been preloaded by RSA, then it should have a unit code already

saved in it. If the unit code you enter does not match the one in the database, you will not be allowed to proceed with setup until the unit code is changed to the one in the database. If the unit codes do not match, a message box like the one in Figure 15 will appear. You have the choice of changing the unit code you entered to the one in the database by clicking OK or, canceling and choosing another database in the Location of Database field by clicking Cancel.

Figure 15
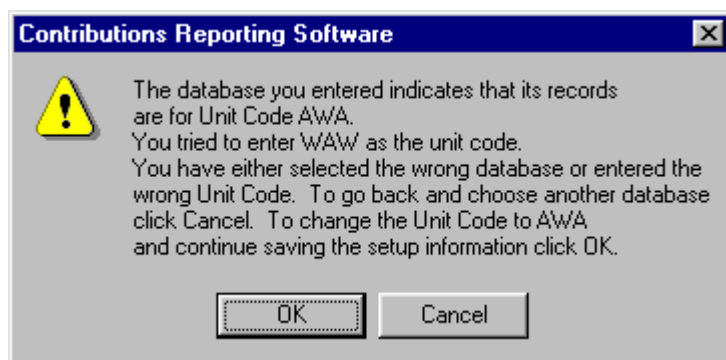
iii. Retirement System Membership

Retirement System Membership indicates the type of contributions you are reporting for that unit. The four choices are ERS, TRS, RSA-1 Only (ERS), and RSA-1 Only (TRS). If you are reporting both retirement contributions and RSA-1 deferrals for the Employees' Retirement System then you should choose ERS. If you are reporting both retirement contributions and RSA-1 deferrals for the Teachers' Retirement System then you should choose TRS. If the unit only participates in the RSA-1 deferral fund and does not contribute to the retirement fund then you should choose one of the RSA-1 Only choices. Which you choose will depend on which system your unit is associated with. This field determines which fiscal year the CRA software will run on and it is reported with each record sent to RSA, so it is important that you double check this field before proceeding.

iv. Unit Name

Unit Name is the name of the unit. It can be a maximum of 60 characters in length. The unit name is for identification only and is displayed near the top of the Contributions Reporting window when CRA is running. It is also printed on the reports and displayed next to the unit code on the Multi-Unit Manager Form. The unit name is not reported with each record sent to RSA. Unit Name is the only setup field that can be changed without a password if the password security option is enabled.

v. First Payroll Month

The first payroll month is the first month you wish to use the CRA software for contribution reporting. CRA automatically displays the current calendar month in the Setup window, but any month can be selected. Simply click the down arrow to the right of the month combo box as shown in Figure 14-G above, and a drop-down list is displayed. Then move the mouse pointer to the desired month and click. The month selected will be the first month in the database for which you will enter contribution information. The first payroll month should be the month following immediately after

the last contribution information sent to RSA. For example, if July contributions were the last sent to RSA, the first payroll month selected in CRA should be August. The selected month will also be displayed in the Contributions Reporting window as part of the title "*Contributions Report for the Month Ending* (Current payroll ending date)".

Note: Any month selected other than the current month is assumed to be a prior month. For example, months January through December are displayed in the drop-down list. If the current month were September 2000, selecting October as the first payroll month would cause CRA to display October 31, 1999, in the title. Selecting August as the first payroll month with September 2000 as the current month would cause CRA to display August 31, 2000, in the title. In both cases, the months shown in the title are prior to September 2000. This occurs because contribution information can not be entered for a future month, only the current month or a past month.

vi. Password Security

The Password Security section allows you to indicate whether or not you want the software to be password protected and, if so, what you wish the password to be. The Setup window automatically defaults to "NO (De-activate Security)". However, password security may be activated by simply clicking on the option button to the left of "YES (Activate Security)" as shown in Figure 14-G. If YES is chosen, the NO option will be de-selected and the password prompts below the password options are enabled (darkened). This indicates a password can now be entered into the password fields. The same password should be entered in both fields and it may be in uppercase or lowercase. CRA ignores the case when a password is validated. A maximum of 10 characters may be entered including spaces between characters. As each letter of the password is typed, the letter is replaced by an asterisk (*) for further security. Since the database in the CRA system contains information generally considered confidential, security is provided (as an option) to limit access to those individuals responsible for the system.

Note: If you are using the software to report for multiple units, the password security section will apply to all units, not just the unit on the Setup screen.

B. Buttons

i. Browse

Clicking Browse will pull up a window similar to the one shown in Figure 16. You may select a file on this screen and click Open to enter your file path. Pressing Cancel will cause the previous database location entry to remain.

Figure 16
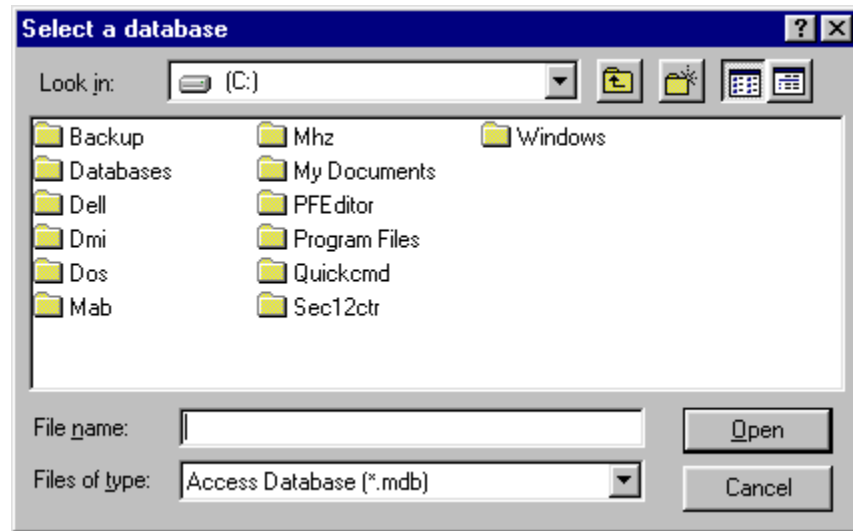
ii. OK

The OK button (Figure 14-I) should be clicked after all the setup information has been entered and reviewed for accuracy. When this button is clicked, the responses are saved by CRA.

iii. Clear

The Clear button (Figure 14-J) can be clicked to clear all information entered in the Setup window. This allows information to be re-entered for all the fields. Combo box fields will not be cleared. These fields cannot be typed in and a selection is required. The first payroll month combo box (Figure 14-G) will be set back to the current month when Clear is pressed. Retirement System Membership will not be affected.

iv. Cancel

The Cancel button (Figure 14-K) closes the Setup window and terminates CRA. When the Cancel button is clicked, a message will be displayed as shown in Figure 17 below. Click OK in the message window to clear the message. The Setup window will be displayed again the next time CRA is started. Once the setup information is completed and the OK button clicked, the Setup window will not be displayed again at CRA start-up. The setup information can be changed later by selecting options from the Setup menu in the Contributions Reporting window. This will be discussed in Section VIII.A.v.a. You will also see the Setup Screen every time you add a new unit. The Add New Unit function allows you to manage multiple units and will be discussed further in Section VII.C.

Figure 17

VI. Password Security
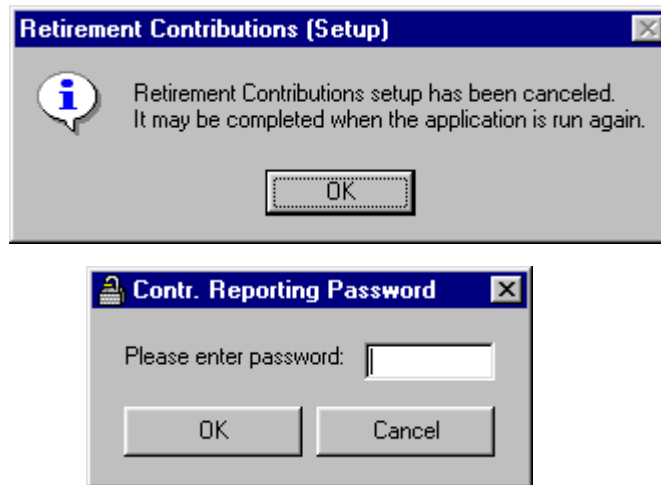
Password security may be active or inactive, depending upon the option selected through the Setup window described in Section V.A.vi. When password security is active, the password prompt shown in Figure 18 will be displayed each time CRA is started. The password must be entered and the OK button clicked to complete loading CRA. If the Cancel button is clicked, CRA will be terminated and the password prompt cleared. It is important to note the password prompt will NOT be displayed during the initial CRA setup when "YES (Activate Security)" is chosen. However, it will be displayed at all other times CRA is started as long as password security is active. If password security is not active, the password prompt is not displayed. Password security may be changed at any time after the initial setup process. This is accomplished by using the Setup menu described in detail in Section VIII.A.v.a. Remember, if you are reporting for multiple units the password will be the same for all units.

VII. Multi-Unit Manager Form

The Multi-Unit manager form makes it possible for one copy of the software to manage contribution information for multiple units. If you have setup more than one unit, this form will automatically be displayed when you run the application. If you are only reporting information for one unit then this form will not be displayed. Instead you will be taken straight to the Contributions Reporting form.

Note: For information on adding units see Section VII.C or Section VIII.A.v.b.

A. OK

When you click OK, the Contributions Reporting form will be opened for the code in the selected row in the unit table. The selected row will have the arrow beside it as shown in Figure 19 and it will also be listed under the Selected Unit label. Active Unit refers to the last Unit that you had opened.

Figure 19

B. Cancel

If you click Cancel, the application will exit.

C. Add Unit

Add Unit will take you to the Setup screen and allow you to enter information for a new unit. The Setup window is discussed in Section V.

D. Delete Unit

Delete Unit will delete the selected unit and all of its setup information. Pressing Delete Unit will <u>not</u> delete the database associated with this unit. You will not be able to access the deleted database through the CRA software anymore however, unless you add it back. Again, the selected row will be the one with the arrow beside it as show in Figure 19 and the one listed under the Selected Unit label.

VIII. Contributions Reporting Form

The Contributions Reporting form is the main input form for the CRA software. It allows you to add employees, add jobs, delete jobs, input contribution information, and perform any other maintenance on contribution information. This form also allows you access to all of the other functions available in the application such as printing reports, changing factor information, changing setup information, etc. The menus, buttons, information fields, form navigation, and database initialization will be discussed in the following sections.

A. Menus

CRA has five main menus: File, Display, Maintenance, Records, and Setup. They are located in the upper-left corner of the Retirement Contributions window as shown in Figure 20-A. Each

Figure 20

menu can be selected by simply moving the mouse pointer over the desired menu name and clicking the mouse button. Another method is to use shortcut keys. Looking at the menu names in Figure 20-A, notice the underlined letters "F", "D", "M", "R", and "S" in menus File, Display, Maintenance, Records, and Setup, respectively. These are referred to as shortcuts for selecting the menus. By holding down the Alt key and pressing the underlined letter for the desired menu, the menu will be selected just as if it had been clicked with the mouse button.

The File, Display, Maintenance, Records, and Setup menus have options that are displayed once the menu names are selected. The Display menu opens the Display Form, which allows specific actions to be performed. All of these menus are discussed in detail in the following sections.

Note: If you do not see the lines under the letters "F", "D", "M", "R", and "S" and you are running Windows 2000, press the Alt key and they should appear.

i.   File Menu

The File menu has ten available options:

a. Open Database	f. Print RSA-1 Detail
b. Close Database	g. Print Totals
c. Create New Database	h. Print Employee Y-T-D
d. Load Data File	i. Print all Y-T-D
e. Print Retirement Detail	j. Exit

Any of the options can be selected by moving the mouse pointer over the option and clicking the mouse button. Again, just as the menus have shortcut keys for selecting them, so do each of the options listed under the File and Setup menus. However, options are selected in a slightly different manner than menus. Rather than holding down the Alt key and pressing the shortcut letter, only the shortcut letter for the option should be pressed. In other words, the Alt key is not needed after the menu is selected and the options are displayed.

a.   Open Database

The Open Database option may cause several events to occur in the Contributions Reporting window. If the database is found in this directory, the database is opened and prepared for update. On the other hand, if the database has been moved or deleted from this directory, the File window from Figure 16 is displayed. This indicates CRA could not find the database you entered on the Setup screen and is prompting for its location. This should only occur if the database that stores the contribution information is moved or renamed after the setup information is completed. If this occurs just find the new location of the database on the Select a Database window and click Open. The new path will be saved at this point so that you do not have to find the database every time you run the application.

A second event may occur while the database is opening. If the last completed payroll month is the last month in the fiscal year of the associated retirement system and the database is opened to enter information for the first month in the new fiscal year, the database will be initialized for the new fiscal year. For example, if the retirement membership is ERS and the last completed payroll month is September and the application is opened to enter October information the database will be initialized since October is the first month of ERS's fiscal year. Several actions occur which dramatically change the database contents. As a result, database initialization is addressed separately in Section VIII.E.

A third event may occur after the database is open. If the database does not contain any records, the message as shown in Figure 21 will be displayed. Click the OK button to clear the message. If the database already contains records, the message will not be displayed.

Figure 21
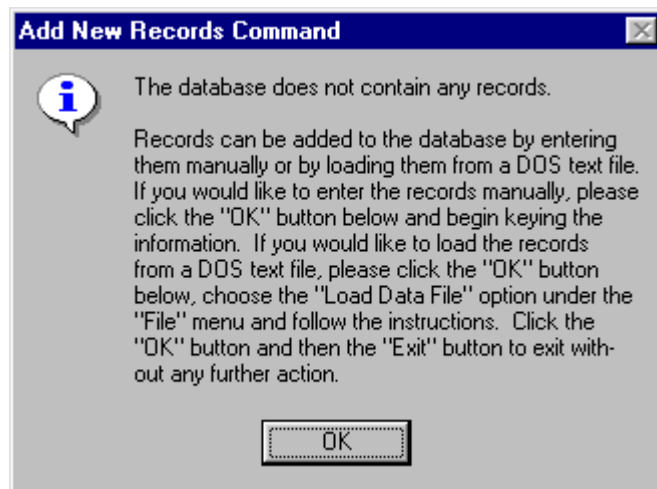
The application will automatically click the Add New Person button for you after you click the OK button in Figure 21. To indicate this you will see an additional message box like the one in Figure 22.

Figure 22

Once the database is completely loaded, the form will look like the form shown in Figure 23 (this is an ERS window – the fields will be different for TRS or RSA-1 Only). Remember this is only what it will look like if there are no records in the database. Notice that the fields in the Personnel Information section are now enabled (meaning you can enter information in them) and a table has appeared at the bottom of this form. This table will display all of the employees in the database and allow you to navigate between them. This table will be discussed further in Section VIII.D.iii.

Figure 23

Comparing the buttons on the right of Figure 23 with those at the right of Figure 24, notice the change in the highlighting of button names. With the exception of the Exit button, which remains unchanged, highlighting is exactly reversed. This occurs for the following reason. Actions performed by all buttons other than Open Database can only occur when the database is open. Therefore, they are disabled (not highlighted and can not be clicked) until it is open. Similarly, the Open Database button is disabled after the database is opened to prevent attempts to open it more than once. The Exit button remains enabled (highlighted) to allow CRA to be exited at any time, whether the database is opened or closed.

Notice also the menu options under the File menu before the database is opened. Again with the exception of the Exit option, all other highlighting is reversed after the database is open. In other words, menu options are enabled and disabled depending on the status of the database in the same manner buttons are affected. It is also important to note at this point that menu options and buttons labeled the same perform identical functions. For example, the Open Database, Close Database, and Exit menu options do the same thing as the Open Database, Close Database, and Exit buttons. This duplication is usually limited

to basic application functions and simply provides alternative methods for accomplishing the same tasks.

b. Close Database

The Close Database option basically closes the database and returns the Contributions Reporting window to its original state as shown in Figure 24. It reverses the enabled and disabled menu options and buttons that are set when the database is opened.

Figure 24

c. Create New Database

The Create New Database function allows you to create a new empty database with the same structure as the database you selected on the setup menu. The function copies the database you are currently using and then deletes all of the records. You will be prompted for a unit code for the new database. This unit code will be placed in the new database and used to name it. The name of the new database will be the unit code you enter followed by "_mstr.mdb". It will be located in the same path as the database it is copied from. The file name

and path are given when you run the procedure. After you have run this option you can select this database on the setup screen.

d. Load Data File

The Load Data File option will probably be used no more than once, and maybe not at all. It provides a way to load records to the database from data files. Records can only be added using this option when the database is empty. If the database already contains records, CRA will not allow the actions performed by this option to be executed. The Load Data File option is available for two reasons. First, if the database is not pre-loaded at RSA, this option will allow the database to be loaded on-site.   Second, if the database becomes corrupted after the CRA system has been in use, a clean database structure (empty database) can first be re-created, then re-loaded using Load Data File.

When the Load Data File option is selected, instructions for completing each step of the process are displayed. A file window like the one shown in **Figure 16** is also displayed for locating the data file to load into the database. The instructions displayed on the screen should be followed carefully to successfully complete this process.

Note: When the "*.rsa" file is created and sent to RSA, deferral records with the same deferral date and type from different jobs for the same employee get summed together to form one record even if the person has multiple jobs and each job has a deferral associated with it. This means when the Load Data File command is used if a person has multiple jobs, the deferrals will all get lumped into one of the jobs instead of being split back out again.

e. Print Retirement Detail

The Print Detail Report option produces a printed report titled "Retirement Contributions Report for the Month Ending [Current Contribution Month]", where the current contribution month is the month displayed in the Contributions Reporting window.   All records contained in the database are printed whether added, changed, deleted, or unchanged. The printed report, for the most part, duplicates information displayed in the Contribution Information section and the Personal Information section.   However, the Record Status column on the printed report provides additional information that is accessible in the window but not immediately visible. The date deleted employees were put in deleted status is included on the printed report if the date is not the same as the current report date. If the record was deleted during the current report month, then "Deleted" is shown instead of the date. Delete dates can also be displayed in the Contributions Reporting window by double-clicking the grid on the left-hand side and within the rows containing the "D" record status codes. The delete date for any particular record will be displayed in a message box along with the employee's name and SSN. A sample report is shown in Appendix A.

f. Print RSA-1 Detail

The Print RSA-1 Detail option produces a printed report titled "RSA-1 Contributions Report for the Month Ending [Current Contribution Month]", where the current contribution month is the month displayed on the Contributions Reporting form. This report shows all of the deferral information

entered for the current report month. Records that have been deleted are <u>not</u> listed on this report. A sample report is shown in Appendix B.

g. Print Totals

The Print Totals menu has several options. These options differ between ERS and TRS units. For ERS, the choices are Division/Department, Division, Department/Division, Department, and Unit. Which option you choose determines which totals you will see. If you picked Division/Department, for example, all of the records would be grouped first by Division, then by Department and summed accordingly. If you picked Division, on the other hand, all of the records would be grouped by Division and the Department field would be completely ignored. Choosing Unit gives you a total sum for all of the records in the database that apply to the current report month.

For TRS the choices are School and Unit. If you choose School, then all of the records will be grouped by school code. If you choose Unit, you will be given a total sum for all of the records in your unit database for the current report month.

The choices for ERS and TRS are the same for RSA-1 Only (ERS) units and RSA-1 Only (TRS) units. These reports are not available however unless the division and department or school codes are enabled on the display form. This is because this information is not reported to RSA in the monthly files. Therefore if the unit wishes to enter this information it is strictly for their own use. To get a total sum these units can use the Print Remittance for All Factors button on the Tally Remittance Form. A sample report is shown in **Appendix C**.

h. Print Employee Y-T-D

The Print Employee Y-T-D option produces a printed report titled "Year-To-Date Contributions Report for the Month Ending [Current Contribution Month]", where the current contribution month is the month displayed in the Contributions Reporting window. The report is generated for a single employee, and the employee's name and SSN, along with the division, department (or school), and classification codes (if applicable), are included as part of the header information. The first step in the process is to locate the specific employee's record in the database. When the Print Employee Y-T-D option is selected, the initial actions performed are the same as those that occur when the Locate SSN button (see Section VIII.B.ii.h) is clicked. After the appropriate record is located in the database, all available information is printed for the employee from the first month of the current fiscal year through the current contribution month. In addition, the employee's total ERS and RSA-1 contributions are reported. A sample report is shown in **Appendix D**.

i. Print Unit Y-T-D

The Print Unit Y-T-D option also produces a printed report titled "Year-To-Date Contributions Report for the Month Ending [Current Contributions Month]", where the current contribution month is the month displayed in the Contributions Reporting window. However, the report is only a summary of the entire unit and the description "*** All Employees ***" is included as part of the header information. The ERS and RSA-1 contributions for all employees are summed and printed for each month from the first month of the current

fiscal year through the current contribution month. In addition, the status codes for all ERS and TRS units' employees are summed and printed on the report under the categories "Blank", "Added", "Changed", "Deleted" and "Total Active" for ERS and TRS. For RSA-1 Only units the status codes include "Blank", "Added", "Deleted", and "Total Active". A sample report is shown in Appendix E.

j. Print all Y-T-D

The Print All Y-T-D option is simply a combination of the Employee and Unit Y-T-D reports. However, it prints the Employee Year-to-Date Report shown in Appendix D for all employees in the database rather than a single employee. The Unit Year-to-Date summary (shown in Appendix E) is printed as the last page of the report.

Note: As stated above, this report prints the Employee Y-T-D Report for each employee in the database. This can cause this report to get very long. For example, if you have 100 employees in the database this report will be at least 101 pages.

k. Exit

The Exit option basically does as its name suggests, it exits the application. The proper method to exit CRA is to close the database first, then choose Exit. However, if the database is open when the Exit option is selected, the database will automatically be closed before CRA is terminated.

ii. Display Menu

Clicking the Display menu will open the Display window. This window allows you to decide which fields you want to see, which fields you want to update, and which month you wish to view. The Display window and all of its features are discussed in detail in Section IX.

iii. Maintenance

The Maintenance menu has five available options (all five are only available to ERS units):
  a. Employer Cost Factors
  b. Cost of Living Payments
  c. RSA-1 Fund Types
  d. Units Contracted
  e. Pay Periods

RSA-1 Only units will only see the RSA-1 Fund Types option. All of the other options apply to retirement contribution information and are not used by RSA-1 only units. The first two items in the Maintenance menu are available only when a database is open. This is because "a" and "b" affect only the unit you are currently working with (the name of the current unit will be displayed in the title bar). All of the other choices, however, apply to all units using that copy of the software. For instructions on how to use any of these forms, see Section XII.

a. Change Employer Cost Factors
Applies to ERS and TRS only.

Selecting Employer Cost Factors will open the Employer Cost Factors window. This window allows you to change the cost factors associated with each classification code. It also allows you to add and delete classification codes. This window and its functions are discussed further in Section XII.

b. Change Cost of Living Payments
Applies to ERS and TRS only.

Selecting Cost of Living Payments will open the COLA Payments window. This window allows you to change the year or the payment for a COLA record. You can also add or delete payments and their years on this window. This window and its functions are discussed further in Section XII.

Note: Although TRS does have access to this window, TRS units do not currently have COLA payments.

c. Change RSA-1 Fund Types

Selecting RSA-1 Fund Types will open the Edit/View Fund Types window. This window allows you to add, change, and delete RSA-1 Fund Types. The changes you make in this window apply to all units that use that copy of the software, not just the unit you are currently working on. These options should not be changed without the permission of RSA.

d. Units Contracted

Selecting Units Contracted will open the Units Contracted List form. This form allows you to edit, add, and delete the options available in the Units Contracted combo box. Currently only TRS units use this field.

e. Pay Periods

Selecting Pay Periods will open the Pay Periods List form. This form allows you to edit, add, and delete the options available in the Pay Periods combo box. Currently only TRS units use this field.

iv. Records

The Records menu allows you to choose the order of the records in the employee table seen at the bottom of the Contributions Reporting window (Figure 20-D). You can choose "Order by Name/SSN" to sort the records first by last name and then by SSN, or you can choose "Order by SSN" to sort all of the records by SSN.

v. Setup

The Setup menu has eight available options:

a. Change File Path	e. Change First Payroll Month
b. Change Retirement System	f. Change Password Security
c. Change Unit Name	g. Add a New Unit
d. Change Unit Code	h. Version Information

a. Change Options

When any of the first six options is selected, the Setup window is displayed as shown in Figure 25. However, only the part of the window that corresponds to the selected option will be highlighted. For example, assume during setup of the CRA software the month of September was chosen as the first payroll month. After setup was completed, it was determined that August should have been chosen instead. The first payroll month can be changed by selecting the First Payroll Month option under the Setup menu. The Setup window is displayed as shown in Figure 25. Notice that only the text relating to

Figure 25

the first payroll month is highlighted. This indicates the first payroll month is the only value in the Setup window that can be changed. Disabling (not highlighting) the other setup parameters prevents them from being changed accidentally. Note also that the Clear button is disabled as well. After setup is performed during CRA installation, the Clear button is disabled to prevent accidentally clearing all the setup parameters. Click the OK button to save changes made to the setup parameters. Click the Cancel button to close the setup window without saving any changes.

Two additional items to discuss concerning the Setup window are password security and first payroll month. If password security is active, selecting Setup

menu options Change File Path, Change Retirement System, Change Unit Code, Change First Payroll Month, and Change Password Security will cause the password prompt (shown in Figure 18) to be displayed. The unit code and, in particular, first payroll month and retirement system membership are used extensively in CRA. They are critical items that should be changed with much caution. Active password security would allow them to be changed only by individuals responsible for the system.

Because the first payroll month and retirement system membership are a vital part of CRA, selecting Change First Payroll Month will cause the message

Figure 26

The Retirement Contributions application will automatically be shut down if "File Path" or "Retirement System Membership" or "First Payroll Month" is changed and the "OK" button is clicked! The application can be restarted and the new information will then be displayed. This action will eliminate the possibility of errors occurring.

Note: If you prefer not to change the selected item at this time, click the "OK" button below to clear this message, then click the "Cancel" button on the Retirement Contributions (Setup) window to return to normal processing.

OK

shown in Figure 26 to be displayed. Most of the processing that occurs in CRA is related in one way or another to these two fields. When they are changed, the Contributions Reporting window title, report titles, database month and many other items must be adjusted to reflect the change. As a result, CRA will automatically shut down to prevent database corruption and other possible errors from occurring. It can then be restarted and the new month will be in effect. It is also important to note that CRA will not allow the first payroll month to be a month beyond the current calendar month. Similarly, if you change the file path in the setup window you must close the database (if it was open) and open it again before you will actually be using the new database.

b. Add a New Unit

The Add a New Unit menu options performs the same function as the Add Unit button on the Multi-Unit Manager form (see Section VII.C).

c. Version Information

The last menu option under Setup is Version Information. When this option is selected, the version number of CRA currently active on the PC is displayed along with RSA's address and technical support contact information. The CRA version number provides a link to software releases and may be requested by RSA Technical Support staff when assistance is needed to resolve problems.

B. Buttons

Buttons, unlike menus, may be found at various locations within a window. All buttons in the Contributions Reporting window are located on the right hand side of the form above the employee table or in the section between the Personal Information section and the Deferral section (Figure 20-C and Figure 20-B). Buttons usually perform specific actions such as opening a database or exiting the application. As noted in Section VIII.A, some functions within CRA can be performed by either selecting a menu option <u>or</u> by clicking a button. All of the buttons located in the Contributions Reporting window are discussed in the following sections. Those with a corresponding menu option performing the same function will include a reference to the appropriate option. The buttons have been grouped into two different categories based on their location in the window – Classification Buttons and General Buttons.

i.   Classification Buttons

a.   Change
Applies to ERS and TRS only

The Change button allows you to change the job classification associated with an employee. This button should only be used when an incorrect job classification was previously entered for that employee, or if the job classifications change and the classification currently assigned to the employee is no longer correct. An example of this would be if a current job classification were split into two different classifications. In either of the cases mentioned, the employee still holds the same job but the classification needs to be changed. If the employee changes jobs the Change button should <u>not</u> be used. In this case the employees old job should be put in a deleted status and their new job should be added with the Add button. Also, if the employee cost factor changes from 5% to 6% (or vice versa) based on the employee's full-time job status, the Change button should <u>not</u> be used. In this situation, please refer to the following sections about the Add, Delete, and Undelete buttons. This will eliminate any confusion later if you need to look back at any previous months.

b.   Add
Applies to ERS and TRS units only

The Add button is used to add a new job for the employee listed in the Personal Information section. This button is necessary for two reasons. First, an employee can have more than one job. Second, the employee cost factor can change from 5% to 6% (or vice versa) based on their full-time job status. In the latter case, you will only need to add a new job the first time the employee has a change in their cost factor. When you click Add, you are shown the Classification Code window as shown in Figure 27. Select the appropriate

Figure 27
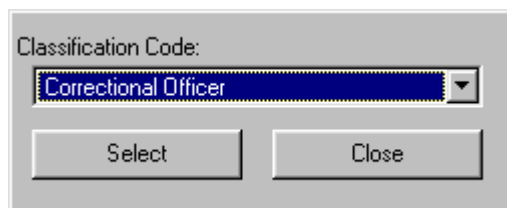
classification from the list and click Select. If you click Close, the Add function

will be canceled. After you click Select, your screen should look something like the one in Figure 28. The classification you selected is now shown in the Classification Combo Box. The Contribution Information and RSA-1 Deferral Information fields are all ready for input. You can make your changes and click the Save button to save them to the database.

Figure 28

Note: After adding a new classification for an employee whose cost factor has changed, you must delete the previous classification. This will be discussed in more detail in the following section about the Delete button.

c. Delete

The Delete button allows records to be put in a deleted status. One reason this is useful is where the employee's cost factor changes from 5% to 6% (or vice versa) based on their full-time job status. In this situation, the previous classification should be deleted after adding (or undeleting, which will be discussed in the following section) the new classification. The record to be deleted must first be made the current record. The current record will always be

the one displayed in the text boxes just above the grid. The record to be deleted can be made the current record by using the Locate SSN button, by scrolling through the database records using the scroll bar on the right-hand side of the grid, or by using the Table View form. If the SSN of the record to be deleted is known, it can be entered at the prompt, which is displayed when Locate SSN is clicked. The database will be searched and, if a SSN match is found, the record will become the current record. The Locate SSN button is described in detail in Section VIII.B.ii.h. The scroll bar can also be used to locate a record by clicking the up or down arrow to move through the database records. Once the record to be deleted is found, click anywhere on that row. This action causes the record to become the current record and it is displayed in the text boxes. You can also use the Table View form to locate an employee. This form is discussed in Section XI. After the record to be deleted is made the current record, click the Delete button. The first time the delete button is clicked the record is not physically removed from the database, but is marked deleted. The Record Status text box indicates the record is in a Deleted status and the database is updated accordingly. While in deleted status the record information cannot be changed. To prevent changes to the deleted record all text boxes will be disabled for that record.

When you click Delete for the first time and you are deleting the last or only job for that employee you will see a message like the one in Figure 29.

Figure 29
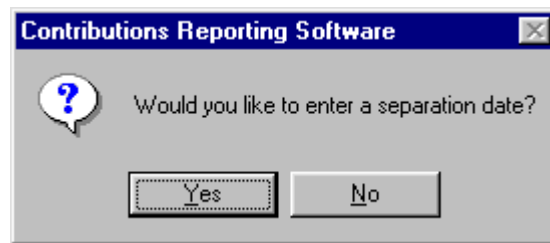
The separation date is reported for RSA-1 Deferral purposes. Therefore, if the person did not have any deferrals listed for the current month, this date will not get reported to RSA. If you click "Yes", CRA will determine if you have entered a deferral record for the current reporting month. If you have not, you will be presented with a screen like the one in Figure 30.

Figure 30

If the employee does have a deferral record for the current month, you will be presented with a calendar like the one in Figure 31. You can select the month and year from the drop down boxes in the upper right hand corner and then simply click on the day of the month. After you have selected your date click Select. If you click Cancel the record will still be put in a deleted status, but no separation date will be entered.

Figure 31

Note: If you are using the Delete button in the situation where an employee's cost factor has changed from 5% to 6% (or vice versa), <u>do not enter a separation date</u>.

Figure 32 and Figure 33 show examples of an ERS Contributions Reporting form first in an undeleted status and then in a deleted status. Notice that in the deleted status figure (Figure 33), the Undelete button is now enabled but all of the text boxes are disabled.

Figure 32

Figure 33

A record can be re-activated (returned to active status) when it is the current record by clicking the Undelete button, which is described in detail in Section VIII.B.i.d.

It was stated above that a record is not physically removed from the database when the Delete button is clicked the first time. If you wish to

permanently remove a record from the database you will have to click the Delete button again after the record is already in a deleted status. When the current record is already in deleted status and the Delete button is clicked, the message shown in Figure 34 is displayed. Clicking the Yes button will cause the record to be completely removed from the database. As a result, any record can be removed from the database by clicking the Delete button twice.

Figure 34
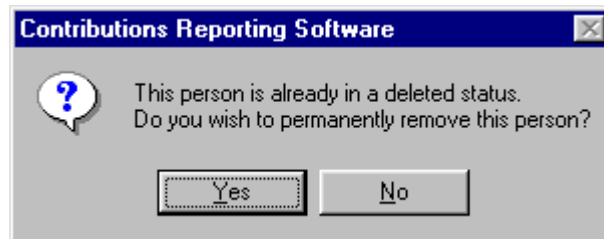
Note: Do not permanently delete a classification if it has been deleted because an employee has changed cost factors.

At some point, it might be important to know the month a record was put in deleted status. The delete date for any ERS or TRS record in a deleted status can be viewed by double-clicking on the small, gray box at the left-hand side of the grid for the row corresponding to the deleted record. The message as shown in Figure 35 will be displayed. This message can also be displayed by clicking on the Record Status label in the Contribution Information section. Clicking the

Figure 35
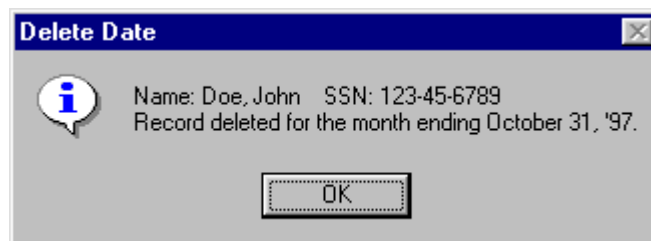
OK button clears the message. For RSA-1 Only units, the actual delete date may not be available. Instead, when you double click on the deleted record in the employee table, you are shown a message box like the one in Figure 36 that tells you the last month a deferral was entered for that employee.

Figure 36
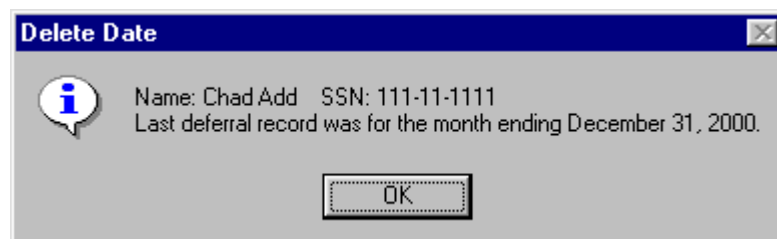
d. Undelete

The Undelete button can be used to re-activate records that were previously put in a deleted status. This is particularly useful when you have deleted a classification because an employee's cost factor changed from 5% to 6% (or vice versa) and the cost factor needs to be reversed. The record must first be made the current record, then the Undelete Record button can be clicked to re-activate it. While in deleted status, all of the text boxes will be disabled for that record. When you click the Undelete button all of the text boxes with a check box in the update column on the display form will be enabled again. If the unit is an ERS or TRS unit, the Record Status will be changed from "Deleted" to "Changed". Also, if you entered a separation date when you deleted the record, this date will be deleted when you undelete the record.

Note: The process used when an employee's cost factor is changed because of their full-time job status (adding, deleting, and undeleting of classifications) will need to be performed each time the employee's cost factor is changed.

ii. General Buttons

a. Open Database

The Open Database button and File menu option Open Database perform identical functions. Please refer to Section VIII.A.i.a for a complete description of this process.

b. Close Database

The Close Database button and File menu option Close Database perform identical functions. Please refer to Section VIII.A.i.b for a complete description of this process.

c. Clear Current Month

The Clear Current Month button can be used to completely clear the information for the current contribution month. When this button is clicked, a message will be displayed as shown in Figure 37. Information will be cleared

Figure 37

Clear Current Month Command

Current month's retirement contribution, full-time service, partial service, RSA-1 contribution, RSA-1 month and record status fields will be CLEARED for ALL records in the database.

Are you sure you want to clear these fields for all records?

Select one of the following:
1) Click "Yes" to clear the fields for all database records.
2) Click "No" to cancel the "Clear Current Month" command.

[Yes]   [No]

for ALL records, regardless of whether they have been added, changed, deleted or unchanged. As a result, the Clear Current Month command should be used with caution.

d. Copy Prior Month

The Copy Prior Month button can be used to copy the prior month's information to the current contribution month. When this button is clicked, a message will be displayed as shown in Figure 38. Two approaches to using this command may be taken. First, for some individuals it may be easier to enter current contribution information for employees with changes before copying the prior month's data. Changes would be the only entries listed for the current month and could be easily checked. After all changes are verified, then Copy Prior Month could be used to copy the prior month's information for remaining employees with no changes. Second, for other individuals it may be easier to copy the prior month's information for ALL employees first, then make changes to the copied data as necessary. The second method is recommended.

Figure 38
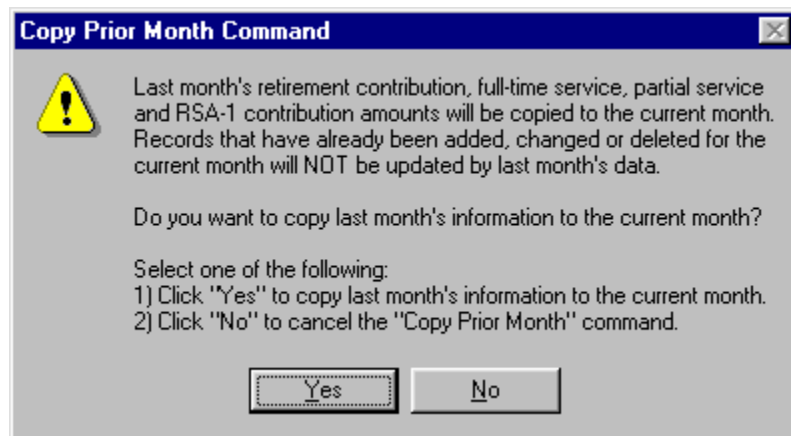
It is important to note that if any part of an employee's information is changed, then all remaining information relating to that employee should be entered. For example, employee A's retirement contribution for August was $100. The September contribution was also $100, but employee A started contributing $50 to RSA-1 in September. When the database is updated for September, $50 is entered for employee A's RSA-1. Employee A's regular $100 retirement contribution should also be entered even though it did not change. Why? Because updating all fields ensures that the changes you made will not be overwritten later if you try to copy last month's information. Looking at Figure 38 again, any records added, changed or deleted for the current month will NOT be updated by the prior month's data when Copy Prior Month is executed. There's no need to worry if dollar amounts were not changed but should have been. Discrepancies in dollar amounts can be found when the Tally Remittance button is clicked. However, full-time and part-time service amounts are not totaled and should be carefully checked for accuracy. These amounts will affect employee service credit.

It is important to note that RSA-1 Deferrals will only get copied from the previous report month for the previous pay date. For example, if in October 2000, you entered the following deferral records:

Type	Amount	Month	Year
RB	76.00	10	2000
RB	67.00	9	2000

and in November you used the Copy Prior Month command, the only record that would be copied into November would be:

Type	Amount	Month	Year
RB	76.00	11	2000

The record with the $67.00 amount would be considered a catch-up record so it would not be copied. This is important because if you are continually behind in reporting the RSA-1 Deferral information you will not be able to copy this information from month to month. Instead you will have to enter it by hand each time. Notice that the month was incremented automatically for the November record.

e. Save Record

The Save Record button **must** be pressed to save changes you have made to any of the fields. If you make changes to a record and try to move to another record or click a button or choose a menu item that could cause you to move to a new record, you will be prompted with a message box like the one in Figure 39, asking you if you would like to save.

Figure 39
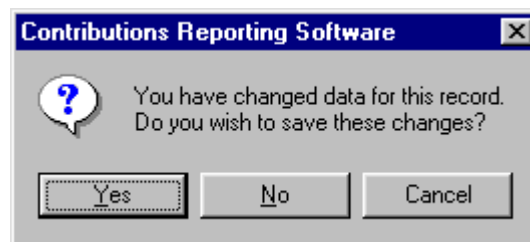
f. Add New Person

The Add New Person button allows information for new employees to be added to the database. For ERS and TRS, clicking this button will cause the personnel information section to be cleared and enabled while the Retirement Contribution and Deferral Information Sections will be disabled. Once you have entered a SSN and a first and last name for the employee you will be able to add a job using the Add button as discussed in Section VIII.B.i.b. For RSA-1 Only units, clicking the Add New Person button will cause all necessary fields to be cleared and enabled. This is because RSA-1 Only units do not keep up with job classification codes. Therefore, RSA-1 Only units do not have the additional Add button. Each RSA-1 Only employee is limited to one group of

deferral records. This means that if a person has more than one job the records need to be added together by hand and entered as one record.
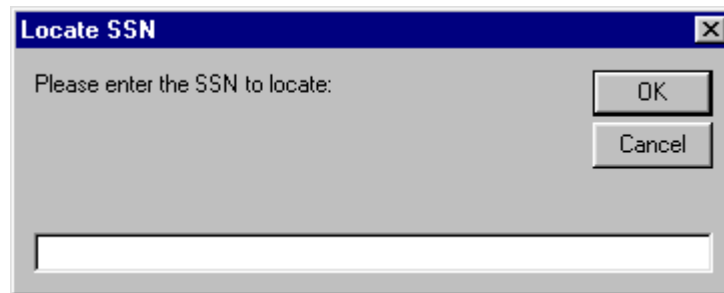
g. Table View

This button opens the Table View form. This form allows you to query all of the records in the database based on the criteria you entered. This form is discussed further in Section XI.

h. Locate SSN
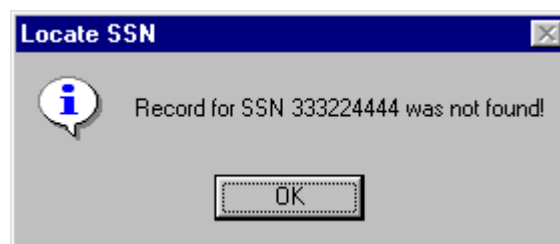
The Locate SSN button can be used to locate records in the database by SSN. When this button is clicked, the prompt as shown in Figure 40 will be

Figure 40

displayed. The 9-digit SSN should be entered without hyphens in the white box. Click the OK button to start the database search for a matching SSN. If a match for the SSN is found in the database, it will be made the current record. If no match is found, the message shown in Figure 41 will be displayed. Click the OK button to clear the message from the screen. The Cancel button in the Locate SSN prompt window will remove the prompt without any further action.

Figure 41

i. Tally Remittance

The Tally Remittance button will open the Tally Remittance form. This form allows you to view the totals for the current report month. When you are ready to create the reports to be sent to RSA, this is the form you will use. This form and its functions are discussed further in Section X.

j.   Exit

The Exit button and File menu option Exit perform identical functions. Please refer to Section VIII.A.i.k for a complete description of this process.

## C.   Information Fields

Text boxes are used in a manner suggested by their name - they contain text. Text boxes can be bound to a database so that information entered in them will be written directly to the database. Likewise, information in a database can be retrieved and displayed in text boxes. CRA uses text boxes for this very purpose. All information is stored and maintained in a database, but text boxes make access to the information possible.

The current database record is always displayed in the text boxes, and it changes as the record pointer moves through the database. The current record's information can be updated by changing the values in the text boxes themselves. *Changes are not actually written to the database until you click Save Record.*

For information on navigating the text boxes as well as the Contributions Reporting form in general, see Section VIII.D.

i.   Personal Information

This section contains employee information, which includes the employee's SSN and name. For ERS and TRS units, this section must be filled in before you can enter a job for a person. The SSN, first name, and last name are required fields for all unit types. Information must be entered in these three fields in order to save the record.

ii.   Contribution Information

The Contribution Information section contains all of the text boxes that pertain to the retirement contribution information for the employee in the Personal Information section. The fields seen in this section differ for each of the different retirement systems memberships. For ERS, the default display settings for the contribution section will cause it to appear as seen in Figure 42.
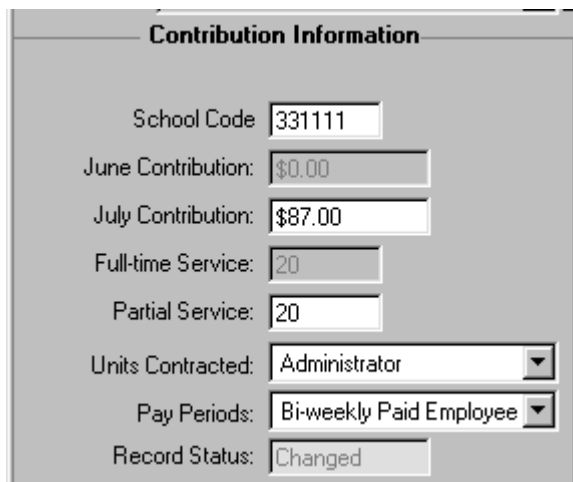
Figure 42

43

For TRS, the default display settings for the contribution section will cause it to appear as seen in Figure 43.

Figure 43
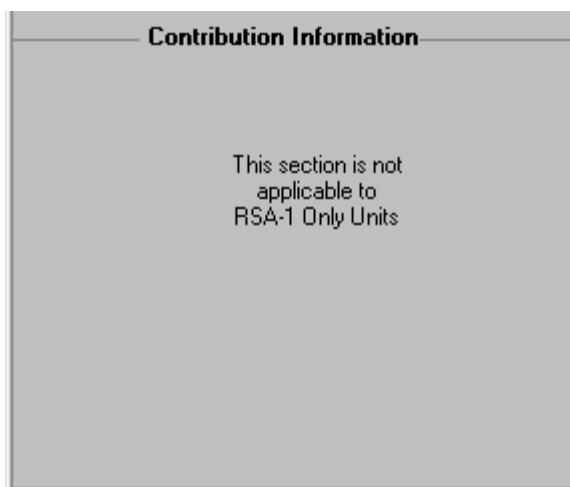
Notice that Department and Division Code have been consolidated into a single field, called School Code, for TRS. Also, notice the two additional fields Units Contracted and Pay Periods. Both of these fields are required to save a TRS record. These fields are limited to the choices available in their drop down boxes. If you need to edit the captions on any of the choices, choose either the Units Contracted or Pay Periods option from the Maintenance menu.

For RSA-1 Only Units (either ERS or TRS) the default settings for the contribution section will cause it to appear as seen in Figure 44. Because RSA-1 Only Units don't

Figure 44

participate in the retirement contribution all of the boxes in this section are hidden. If the unit is associated with ERS and wishes to enter Department and Division codes, they can use the display screen to view and update these boxes. The same holds true for TRS

units that wish to enter School Codes. It is important to note, however, that these fields will not be reported to RSA for RSA-1 only units. If the unit wishes to enter this information it will be strictly for their benefit. This option was only made available to RSA-1 only units because the Totals Report groups information based on these fields. This means that if this information is not entered in these fields, these reports will not be available.

iii. RSA-1 Deferral Information

The Deferral Information section contains a table that allows you to enter RSA-1 deferral information for the employee in the Personal Information section. The deferral table has four columns: Type, Amount, Month, and Year. The Type column is used to indicate the type of deferral you are entering. An example would be RS for the RSA-1 stock deferrals. You can see a list of the available choices by going to the Maintenance menu and choosing RSA-1 Fund Types. This will open the Edit/View Fund Types window. All of the entries in the Code column are valid entries for the Type field. The amount is simply the amount set aside for the deferral. Month and Year should be entered as the month and year the deferral was made. The default value is the current report month but these values can be changed. If you enter a date that differs by more than two months from the current report month you will be given a message, asking you to contact RSA. Dates more than one month in advance of the current report date will not be allowed. For more information on navigating the deferral table see Section VIII.D.ii.

iv. Classification
Applies to ERS and TRS Only

This field indicates the job classification. If an employee has more than one job, job classification helps distinguish between them. For employees with only one job this field will be visible but disabled. If the employee has more than one job, the field will be enabled and you can choose which job you wish to view from the list by selecting it and pressing enter. If you select a different job from the list and forget to press Enter you will be presented with a message box like the one in Figure 45. You can then choose to either continue viewing the job you were on previously or change to the new selection.

Figure 45
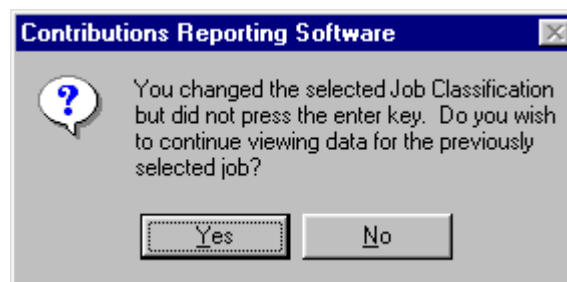
Job classification also determines the employer cost factor. These factors will be used to calculate the employer cost factor on the Tally Remittance form.

v. Employee Table

The database grid is primarily used in CRA for displaying multiple employee records at one time. It does not appear in the Contributions Reporting window until the database is opened. After the database is opened, it is made visible and is located at the bottom of the form, as shown in Figure 23. It is in a table format with rows and columns of information. Each row corresponds to a single employee record in the database. Each column corresponds to a single field in the database. This table does not show Contribution Information or RSA-1 Deferrals. Records in the table can be sorted using the options in the Records menu, as discussed in Section VIII.A.iv.

A vertical scroll bar is positioned on the right-hand side of the database grid. It is used to scan records in the database, but does not change the current record. A record selector is positioned on the grid's left-hand side. It is a small, black arrow pointing to the right and indicates the record that is the current record in the database. The current record can be changed by clicking anywhere on the desired employee's row. When this occurs, the record selector is automatically moved to the gray box next to the row that was last clicked, and that record becomes the current record.

One final note concerning the database grid is that information can NOT be updated in the grid area. The cursor can be placed in any grid cell, but the values contained in the cells can not be changed. Information can only be updated through the text boxes.

Note: The Status column in this table is not the same as the Record Status in the Contribution Information section. The status in the table is either "D" or nothing. The "Added" and "Changed" status codes do not apply here.

D. Form Navigation

The form can be navigated with either the keyboard or the mouse. Often when entering information it is easier to use the keyboard to perform all major functions. To facilitate this, several short cut keys have been added to allow you to perform many of the most common functions without having to rely on the mouse.

i. General Text Box Navigation

To move from one text box to another you can use the Tab key. The first text box in the tab order is the SSN field. The order then moves right across the Personnel Information section. After the Personnel Information section pressing Tab will continue on to the Retirement Contribution section and move down the text boxes in that section. Pressing Tab from the last text box in the Retirement Contribution section will take you to the Deferral Table. This last action may not be evident at first. If you do not see a light dotted box around any of the fields in the Deferral Table, press the left arrow key and, if the deferral table has the focus, one of the boxes will be highlighted with this dotted box. For the text box fields, you can tell which field you are in by finding the cursor. When you first tab into a field, any text in that field will be highlighted. This means that you can type over the entire text box entry by pressing any character key. If you do not wish to type over what is there, you can click any of the arrow keys and the cursor will be placed at the end of the field. You can then move between the characters using the arrow keys. The left arrow and the up arrow will move the cursor to the left, and the right arrow and the down arrow will move the cursor to the right. Holding down

the Shift key and pressing Tab will have the opposite effect of Tab. This combination will move the focus to the previous text box in the tab order.

Note: If you have disabled any of the fields using the update or view options on the Display form they will be skipped in the tab order.

ii.   Deferral Table Navigation

Once the Deferral Table has been given the focus (either by using the Tab key or by clicking on the table with the mouse), you must use the arrow keys to move from cell to cell. Each arrow key moves to the box in the direction of the arrow, if one is available. For example, pressing the left arrow key while a cell in the Type column has the focus will not move to another cell because there is not a cell to the left. Pressing the right key on the other hand would move to the cell in the Amount column of the same row. To type in any cell simply type the characters on the keyboard. You will see the cursor appear and the text will turn red to indicate that you are currently editing this field. The left and right arrow keys will now move the cursor from left to right instead of moving from cell to cell. When you are finished editing the value in the current cell, click the Enter key to return the focus to the table. The text will be black again and the cursor will disappear. You can now use the left and right arrows to navigate between cells again. Pressing the up or down arrow keys while in edit mode has the same effect as pressing the Enter key but they have the added effect of moving you up or down a row, if one is available.

iii.   Employee Table Navigation

The Employee Table allows you to navigate between employee records. Clicking on any record in the Employee Table or moving to it with an arrow key will cause that record's information to be placed in the text boxes, indicating that it is now the current record. If there are more than six rows in the table, the scroll bar on the right will allow you to scroll up and down in the table. After saving a record, the employee table automatically receives the focus, which means you can then press up or down to move to the next employee. Pressing Tab while the focus is on the Employee Table will set the focus on the SSN field (or the first enabled field in the tab order). This combination allows you to easily make the changes you need, save them, arrow down to the next employee, and tab to the first enabled text box to begin to edit that record.

iv.   Using the Ctrl Key

Several short-cut keys have been added to allow you to perform some of the more common tasks with the keyboard rather than the mouse. These short-cut keys have been broken down into three groups – Record Navigation, Buttons, and Other. To perform these actions hold down the Ctrl Key and press the additional key listed.

a.   Record Navigation

Keys	Action
Ctrl + F	Move to the first employee record
Ctrl + P	Move to the previous employee record
Ctrl + N	Move to the next employee record
Ctrl + L	Move to the last employee record

b. Buttons

Keys	Action
Ctrl + J	Add (Adds a new job)
Ctrl + D	Delete
Ctrl + U	Undelete
Ctrl + S	Save Record
Ctrl + E	Add New Person (Adds an employee)
Ctrl + K	Locate SSN

Note: Some of the functions are only available to ERS and TRS units and therefore the same applies to their short cut keys.

c. Other

Keys	Action
Ctrl + G	Sets the focus to the Job Classification Combo Box, if it is enabled. You can then use the arrow keys to select a job from the list and the enter key to update the text boxes with the new values.

v. Using the Alt Key

The Alt Key functions were described in Section VIII.A. On any of the forms where you see one of the letters in a menu or on a button have one character underlined you can perform this action by holding the Alt key and pressing the underlined key.

Note: In Windows 2000, if you do not see the underlined characters in the menu options, pressing the Alt key should cause them to appear.

E. Database Initialization

After the contribution report for the last month in the fiscal year is completed, database information is updated in preparation for the new fiscal year. The first time the database is opened to enter information for the new fiscal year, the database must be initialized. CRA performs this automatically, and several actions occur during the process which dramatically change the database contents.

The warning message shown in Figure 46 is displayed prior to initialization. Please read the message content carefully. The database will be cleared to prepare for the new fiscal year by choosing the Yes button. If any prior month should be updated before the database is saved and initialized, this is the time to update it. Review the message again for instructions, then click the No button to clear the message window and make the appropriate changes.

Figure 46

Initialize Database

⚠ The last Contributions Report was for the month ending September 30, 2001. The month of October will begin a new fiscal year. The past year's information in the database must be cleared before information for the new fiscal year is entered. This process will occur automatically when the "Yes" button below is clicked. The "No" button will cancel the procedure, but the database will NOT be available.

Prior information can be updated before the database is cleared for the new fiscal year. If a prior month's information needs to be updated, the first payroll date must be set to that month. This can be done by choosing "Change First Payroll Date" under the "Setup" menu and clicking the month to become the first payroll date. The Retirement Contributions application will automatically be shutdown. It can then be restarted and the month to be updated will be the current month.

Select one of the following:
1) Click "Yes" to prepare the database for the new fiscal year.
2) Click "No" to cancel the procedure.

[Yes]   [No]

Once the database is ready to be initialized, click the Yes button to begin the process. The first step CRA performs is to create a backup of the database. Because the database is large, the backup is saved in the same directory containing the original. The name, location, and size of the backup database are displayed in a message as shown in Figure 47. The key to successfully creating a backup is to ensure the

Figure 47

Initialize Database

⚠ A backup copy of database "CONTMSTR.MDB" will be created before it is initialized for the new fiscal year. The backup database file name and file size will be as follows:

Backup path and file name: C:\SEC12CTR\CONT9697.MDB
Bytes required for backup: 2,404,352

Please check the "drive" shown in the backup path above for available space of at least 2,404,352 bytes before continuing.

Select one of the following:
1) Click "Yes" to create the backup and continue. Space is available.
2) Click "No" to cancel the procedure. Check available space.

[Yes]   [No]

disk space required is available. The procedure is paused at this point to allow the disk space to be checked. When available space has been confirmed, click the Yes button to continue. The No button can be clicked to cancel the procedure. However, the database must be initialized before new fiscal year information can be entered. When the backup has been created, the message shown in Figure 48 is displayed.

Figure 48
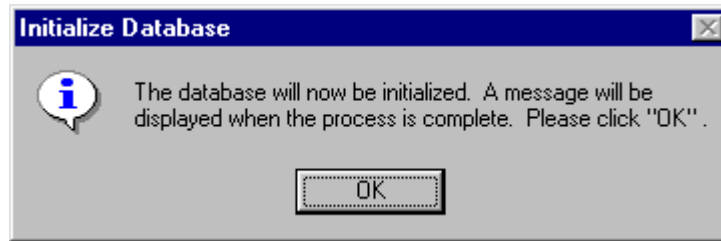
The second step performed by CRA is to copy the data from the last month of the fiscal year to the left-most columns of the database. This occurs so that the previous month's contributions will be available when information for the first month in the fiscal year is updated. The Copy Prior Month button will correctly perform for the first contribution month in the fiscal year as it does for any other month in the fiscal year.

The third step performed by CRA is to clear the prior year information. There are many data elements stored in the database (several for each month multiplied by 12 months). This is further expanded by the number of records contained in the database and this varies by unit. As a result, the process of clearing the database may take a few moments to complete.

After the database has been initialized and is prepared for the new fiscal year, the message as shown in Figure 49 will be displayed. Contribution information can now be added to the database, and CRA should perform all regular monthly processing as needed.

Figure 49
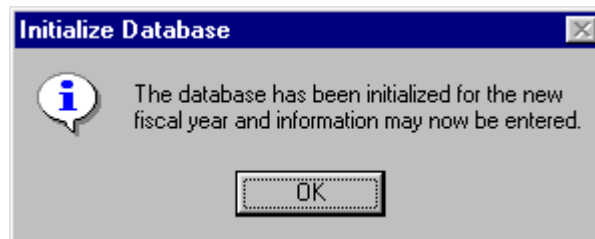
IX. Display Form

The Display menu can be used to customize, to some extent, the way the Contributions Reporting window appears. It provides you with options that allow you to customize which fields you will see on the form, which fields you will be able to enter information in, and which month you wish to view. When the Display menu is selected, the Display window is opened as shown in Figure 50.

Figure 50

A. Display / Update

The left-hand side of this window contains check boxes under the headings Display and Update beside the field name corresponding to the text boxes found in the Contributions Reporting window. These check boxes control the text boxes (data entry fields) that are displayed (visible) in the Contributions Reporting window, whereas the Update check boxes control the information that can be updated. Notice that some of the check boxes are white with a check mark while others are grayed with a check mark. Those check boxes that are white can be toggled to checked or unchecked by simply moving the mouse pointer over them and clicking the mouse button. On the other hand, those that are grayed can NOT be changed. It is important to note that any check box turned off (unchecked) under Display will automatically cause the corresponding check box under Update to be unchecked. This occurs because a text box that is not visible certainly can not be updated. However, the reverse is not true. Text boxes can be locked for updating but still be visible. Any changes made apply only to the text boxes in the Contributions Reporting window. The grid is not affected.

B. Months for Display

The right-hand side of the Display window is used to select a month for viewing other than the current contribution month. The current contribution month is always checked as the default month when the window is first displayed. All months prior to the current contribution month have a white check box next to them, whereas all months after the current contribution month

have a gray check box next to them. Because months after the current contribution month should not have any information in the database, they are not available for viewing. Notice in Figure 50 that the month of November is checked and all other months prior to November have a white check box next to them while all months after November are grayed out. You can only view the current month or past months.

Selecting any month other than the current contribution month will cause the flag "No Update" to appear in the Contributions Reporting window. Prior information should already be forwarded to RSA and can, therefore, only be viewed. Actually, a prior month can be updated by changing the first payroll month to the month needing changes. This must be done with caution, however, and can only be accomplished through the Setup menu described in detail in Section VIII.A.v.a.

C. Buttons

i. Select All Items

Clicking Select All Items will put a check mark in all of the white check boxes under Display and Update.

ii. Clear All Items

Clicking Clear All Items will remove all check marks in the white check boxes.

iii. Restore Settings

Any changes made under Display and Update only temporarily affect the Contributions Reporting window unless those changes are saved using the Save Settings button. For example, assume CRA is started and all the text boxes are displayed and can be updated as indicated by the settings in Figure 50. If all items under Update are then unchecked except for Current Contribution and OK is clicked (Save Settings is not clicked), only the Current Contribution information can be updated. However, if CRA is terminated and started again at a later time, the settings for the text boxes would again appear as shown in Figure 50. Save Settings should be used, therefore, to save a customized Contributions Reporting window for display each time CRA is run.

iv. Save Settings

When you click Save Settings, all of the Display and Update check box values are saved. There may be a time when a particular text box should be temporarily displayed to check a value, then again removed from view. The Restore Settings button can be used to restore the Contributions Reporting window to the settings last saved using Save Settings.

v. OK

The OK button instructs CRA to change the Contributions Reporting window according to the settings found in the Display window.

vi. Cancel

The Cancel button returns the Contributions Reporting window to the state it was in before the Display menu was selected, regardless of any settings that were changed.

X. Tally Remittance Form

The Tally Remittance button is without a doubt the most crucial button in the Contributions Reporting window. It summarizes the retirement and deferral contributions and calculates the total remittance amount to be forwarded to RSA. When the Tally Remittance button is clicked, the Remittance window shown in Figure 51 is displayed.

Figure 51

When you view the Tally Remittance form, you are viewing the calculations for the selected cost factor in the Cost Factors combo box. Currently there are two employer cost factors - one that applies to jobs with a classification code of 10, 11, or 12 with full-time status and another for every other job classification. You can choose which factor you wish to see calculations for from the Cost Factors combo box and then press Enter to refresh the calculations. You must press Enter after selecting the factor you wish to see. Beneath the Cost Factors combo box is a list of all of the classifications associated with that factor.

A. Buttons

i. Show Class Descriptions

In the list of class codes below the Cost Factors combo box and the Show Class Descriptions button, the descriptions for each class code are cut off. The Show Class Descriptions button was added so that you can quickly bring up a list of all of the classification codes and their full description.

ii. Print Remittance for Factor X

Applies to ERS and TRS only.

The Print Remittance for Factor X button prints a report for the factor currently selected in the Cost Factors combo box. This report shows the same calculations as the Tally Remittance window and includes the Preparer Information section at the bottom of the report. A sample report is shown in Appendix F.

iii. Print Remittance for All Factors

The Print Remittance for All Factors prints several reports. First, it prints the same report as the Print Remittance for Factor X button does, but it prints one for each of the factors in the Cost Factors combo box list. Second, it prints the RSA-1 Totals report which shows summaries of the RSA-1 Deferrals for the current report month. Finally, it prints the total Retirement Contributions and Remittance form.

Note: For RSA-1 Only units, the RSA-1 Totals report is the only one printed by this button since the Retirement Contributions reports do not apply.

iv. Create RSA File

The Create RSA File button is used when you want to create the files that you will send to RSA. Several windows may be displayed on the screen during execution of the Create RSA File procedure. The message as shown in Figure 52 is first displayed. If changes are required before continuing, click the No button to cancel the Create RSA File procedure. Otherwise, continue processing by clicking the Yes button in the message window. The "*.ret" and "*.rsa" file will initially be written to the directory containing the CRA database. Later in the procedure, the file can be copied to diskette or other type of magnetic media through the Save dialog window. For simplicity, this manual assumes diskettes will be used.

Figure 52
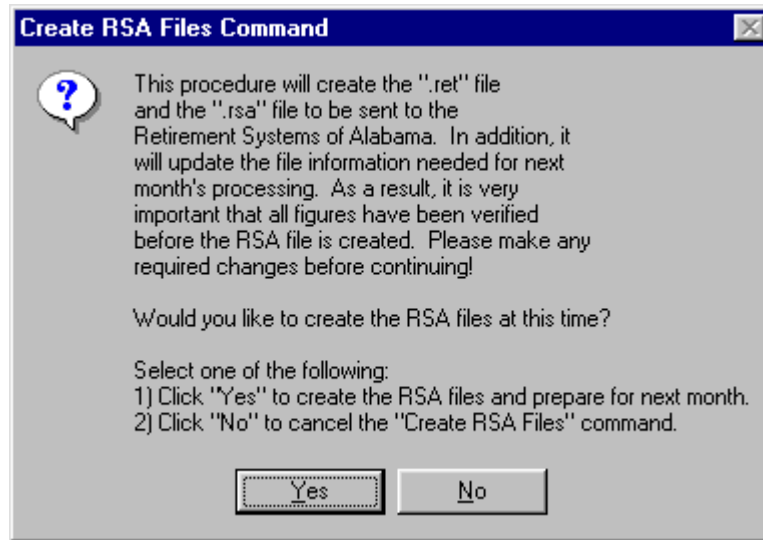
CRA checks the database directory to determine if a "*.ret" or "*.rsa" file of the same name already exists. The files are created if they do not exist in the directory. However, if either of the files already exists, a message like the one shown in Figure 53 is displayed. If a backup is not needed or one has already been created, click the Yes button to continue processing.

Figure 53
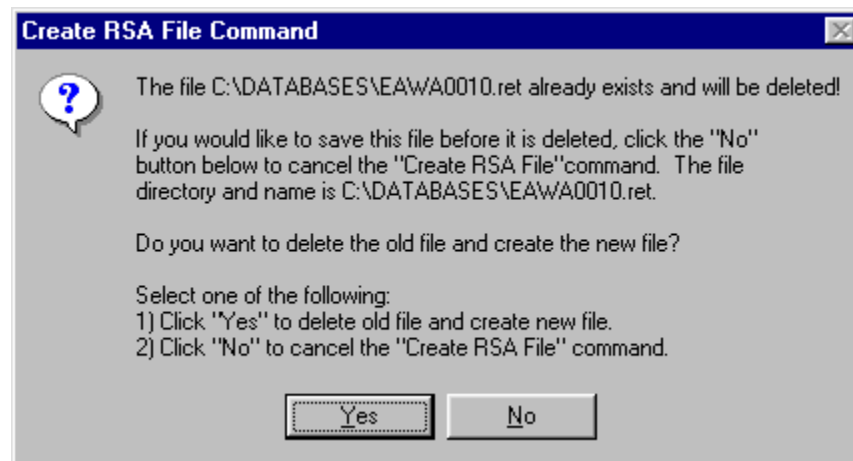
The Save dialog window will appear as shown in Figure 54 when it is displayed. In the upper left-hand side across from "Save in:" is the name of the drive where the file will be copied. The Save dialog window is set to default drive "C:", which is the hard disk drive. The drive should be changed to "A:" (as shown in Figure 54), "B:" or other drive where the contribution files will be copied to diskette. The drive can be changed by clicking the down arrow located to the right of "Save in:" and selecting the appropriate drive letter. The file name and extension should NOT be changed. Processing that occurs at RSA anticipates the default extension and the files are named in a way that identifies the unit and the report year and month. Once the correct drive has been selected, click the Save button to copy the file to diskette. This step will be performed for both the "*.rsa" file and the "*.ret" file.

Figure 54
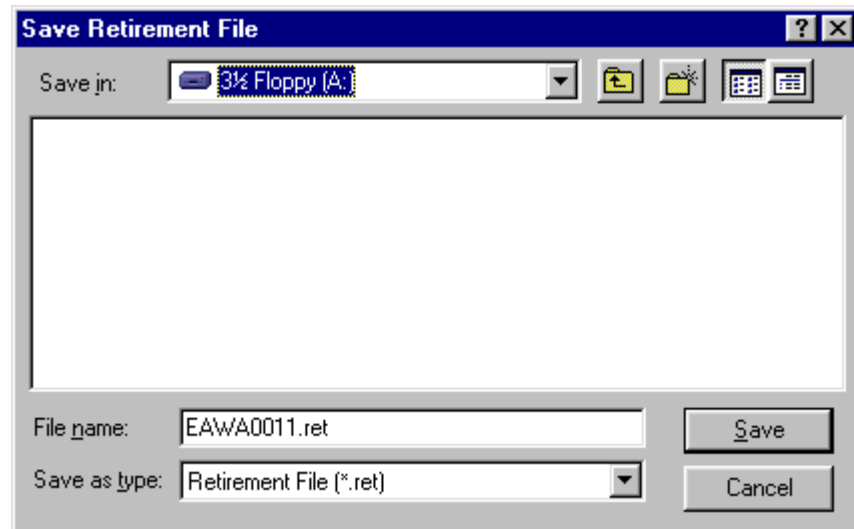
Two additional items concerning the Save dialog window need to be mentioned. First, when a drive is selected and a diskette has not been loaded to the drive, a message like the one shown in Figure 55 will be displayed. This occurs because the Save dialog

Figure 55

command tries to read the diskette to list its directory structure. If this happens, put the diskette in the drive and click the Retry button. The Save dialog command will then read the diskette and list the appropriate information. Second, if a file with the same name already exists on the diskette, a message like the one shown in Figure 56 will be displayed.

Figure 56
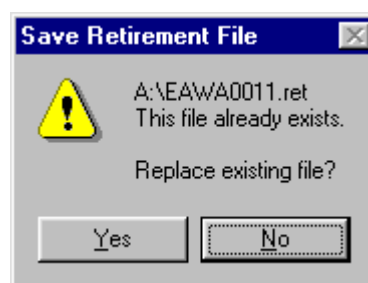
Click No to return to the Save dialog window, then a new diskette can be loaded to the drive. Click Yes to replace the existing file with the new one.

56

The next step in the Create RSA File procedure is the option to print the reports that are printed by the Print Remittance for All Factors button. A message like the one shown in Figure 57 will be displayed. Click Yes to print the reports. Click No to move on

Figure 57
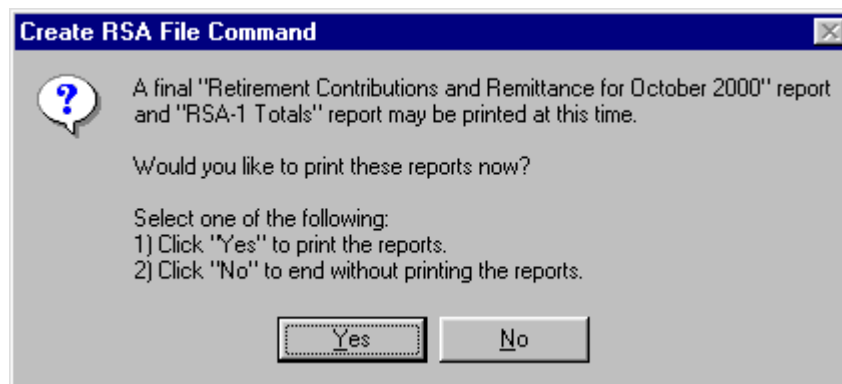
without printing the reports. The reports can still be printed by clicking the Print Remittance for all Factors button in the Remittance window before you restart the application to move to the next month.

The last stage in the Create RSA Files procedure asks you if you would like to save these reports to a file. This button allows you to save all of the information printed by the Print Remittance for all Factors button to a text file. This feature provides a way of backing up these reports without having to keep them on file. You can give this file any name you want since it will not be sent to RSA.

As mentioned earlier, file information necessary for the next month's processing is updated during the Create RSA File procedure. Many of the windows displayed while CRA is running contain date information. Most of the dates are based on the last payroll date stored with the CRA setup parameters. When the Create RSA File procedure is executed, this date is updated to the current contribution month. As a result, the next time the CRA application is run the correct date will be displayed. This change is seen only after CRA is exited and restarted.

v.   Close Tally Remittance

The Close Tally Remittance button will close the Tally Remittance form and return you to the Contributions Reporting Form.

B.   Information Fields

i.   Cost Factor Combo Box

The Cost Factor combo box is located at the top of the form between the title and the Show Class Descriptions button. The combo box's list contains all of the different cost factors entered in the Employer Cost Factors window. Selecting a choice from the list and pressing Enter causes the calculations for the selected cost factor to be displayed in the calculation section of the screen. The selected cost factor is shown in the

Employer Retirement Contribution at Factor X label and on the Print Remittance for Factor X button where X is the selected factor.

ii.   Calculation Fields

The calculation fields are made up of the entire left portion of the screen. Except for the RSA-1 Contributions total at the very bottom of the screen, all calculation fields apply only to ERS or TRS units. Additionally TRS units do not have the Cost of Living section on their Tally Remittance form.

The total remittance amount for each factor is calculated using two different methods for balancing purposes. The first method is displayed in the Tally Remittance window shown in Figure 51. The prior report month's retirement contributions are summed and displayed across from "Employee Retirement Contributions for [prior report month]". Records that have changed or have been deleted for the current report month are summed and displayed across from "Less Employee Deletions for [current report month]". Records that have changed or have been added for the current month are summed and displayed across from "Plus Employee Additions for [current report month]". The subtotal "Employee Retirement Contributions for [current report month]" is calculated by "Employee Retirement Contributions [prior report month]" minus "Less Employee Deletions [current report month]" plus "Plus Employee Additions [current report month]. The "Employer Retirement Contribution at Factor X" is calculated by multiplying the employer cost factor by the "Employee Retirement Contributions for [current report month]" where X is the factor chosen in the factor combo box. The "Cost of Living Payments for [current report month]" is simply a sum of all the cost of living payments assessed to date. If the total field for the employee retirement contributions is $0.00, then the cost of living payments will be $0.00 also even if there are entries in the list of the Cost of Living Payments. The "Remittance for Factor X for [current report month]" is finally calculated by summing the amounts "Employee Retirement Contributions for [current report month]", "Employer Retirement Contribution at Factor [factor]" and "Cost of Living Payments for [current report month]".

The second method is simply a total of the retirement contribution column for the current month. This amount is not directly shown in the Tally Remittance window, but can be displayed by clicking the text "Employee Retirement Contributions for [current report month]". This action will cause the message shown in Figure 58 to be displayed.

Figure 58
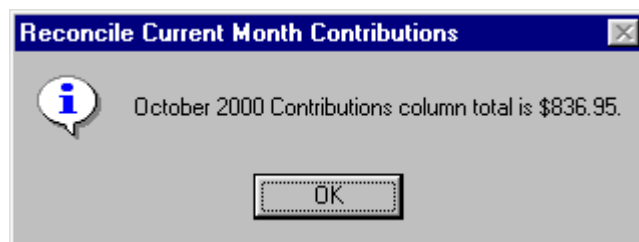
The totals from the above two methods can be compared to ensure all information has been updated for the current contribution month. If they do not balance, the retirement contributions for the current month are probably incomplete. It may be that the prior month's information has not yet been copied to the current month for records that did not change. The Copy Prior Month button (discussed in Section VIII.B.ii.d) can be used to accomplish this. However, the prior month's information will automatically be copied for records that did not change when the Create RSA File button is clicked.

The first step in the procedure is to copy the prior month's information for records that were not added, changed or deleted in the current month. The current month's contributions are then totaled and compared to the total produced using method one. The procedure continues executing if the totals are equal. Otherwise, a message is displayed indicating the totals are out-of-balance and the remainder of the procedure is canceled. If this happens, the current month contributions must be reviewed to determine why the totals do not balance. When the appropriate corrections are made, the Create RSA File button can be clicked again to complete the process.

RSA-1 contributions for the current month are also totaled and displayed in the Remittance window. The total is located at the bottom of the Tally Remittance window.

iii. Preparer Information

The preparer information fields "Prepared by:" and "Phone Number:" must be completed before printing the remittance or creating the RSA file. If they have not been completed and either the Print Remittance or Create RSA File buttons are clicked, the message shown in Figure 59

Figure 59
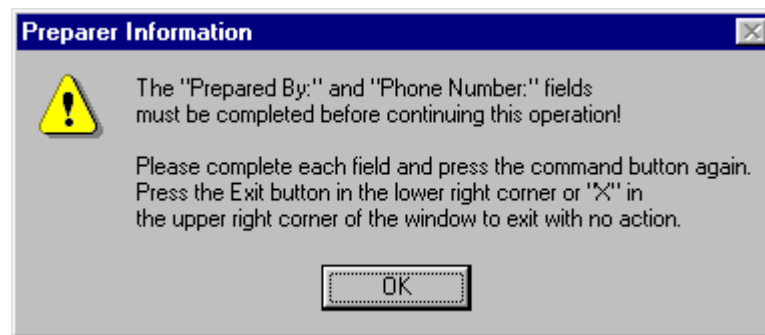
is displayed. Click OK to clear the message, then enter the appropriate information in the "Prepared By:" and "Phone Number:" fields. The remittance can then be printed or the RSA file created. The Date field is filled in automatically with the current system date.

XI. Table View Form

On the Contributions Reporting window, you can click the Table View button to show this form. The Table View Form allows a search of the database using a set of criteria you specify. In Figure 60, the different portions of the form are identified. Figure 60-A shows an example of a criteria field, Figure 60-B shows a compare field, Figure 60-C shows a check box, Figure 60-D shows an order by combo box, Figure 60-E shows the View Combo Box, and Figure 60-F points to the data grid. These items will be described in more detail in the following sections.

Note: If you wish to view a particular record on the Contributions Reporting screen, you may choose that record from the data grid (Figure 60-F) by double clicking the record. This will automatically return you to the Contributions Reporting screen and that particular record's information will be visible.

Figure 60

A. Information Fields

i. Criteria Fields

The criteria fields are the text boxes at the top portion of the form (Figure 60-A). These are the fields that will be used to perform the search of the database. For the fields first name, middle name, last name, and suffix, you can enter an asterisk (*) either at the beginning or end of a letter (or group of letters) to narrow the view criteria. This only applies to the listed fields. An example of this would be if you typed "Sm*" in the last name text box and clicked the View/Refresh button. The results would be all records where the last name begins with the letters Sm. You would get similar results if you had typed "*ete" in the last name text box. In that case, you would have a list of those records with a last name ending with "ete", as in Figure 61.

Figure 61

Another useful way to narrow the view criteria is to type "Null" into one of the criteria fields. In this situation, the results would show any record with a null value

where specified by the criteria values. For example, if you wanted to view all records with a null value for retirement contribution you would type "Null" in the retirement contribution field and click the View/Refresh button. The results would look like Figure 62 below.

Figure 62

ii.   Compare Fields

The compare fields are the eight combo boxes that are placed to the right of some of the criteria fields, specifically beside Units, Pay Periods, Retirement Contribution, Full Time Service, Part Time Service, RSA-1 Deduction, Deferral Date, and Separation Date (Figure 60-B).   The combo boxes allow you to choose between four different comparisons. You can choose to find values that are equal to (=), less than (<), greater than (>), or not equal to (<>) the criteria you have selected. For example, if you wanted to view all records with a deferral date greater than November 15, 2000, you would type 20001115 (YYYYMMDD) in the deferral date text box and select greater than (>) from the combo box before clicking the View/Refresh button. Figure 63 below illustrates the example.

61

Figure 63

iii. Check Boxes

To the right of each criteria/compare field are check boxes that enable you to narrow your view (Figure 60-C). All available check boxes are selected as the default when the Table View form is first opened. By clicking on a check box, you can either select or deselect that particular criteria field. Also, if you prefer to use the keyboard, the check boxes are included in the Tab order. This means that if you begin with your cursor in SSN text box and hit Tab, the focus would be on the check box to the right of the SSN text box. To select/deselect the check box, simply press the space bar. If you wanted to list only the SSN, first name, last name, and retirement contribution for everyone in your database, you would uncheck each criteria field you did not want to view and click the View/Refresh button. Figure 64 shows the results you would receive.

Note: You do not have to view a column in order to specify its value. For example, in the previous example we have typed "02" in the class field and our results include only people with a job class of 02, even though we chose not to view this field.

Figure 64

iv. Order By Fields

There are four Order By fields on the far right of the Table View form (Figure 60-D). These fields allow you to view the information in the data grid using up to four different criteria fields. The following, Figure 65, shows an example of a view using the order by fields.

Figure 65

v.   View Combo Box

At times it is helpful to be able to save a particular view of the database. The combo box located next to the View/Refresh button is called the View combo box. The View combo box stores all saved view names (Figure 60-E). As the default, the box is empty when you enter the screen. If you wish to save a particular view, you must first enter the name of the view in the View combo box and then click on the Save button. After a view has been saved, you may choose it by clicking on the arrow on the View combo box, selecting the name of the view you wish to see from the list, pressing Enter, and then View/Refresh as shown in Figure 66. **You must press Enter and click View/Refresh to pull up the selected view.**

Figure 66

B. Buttons

There are five command buttons located at the middle of the Table View form.

i. Close

The Close button closes the Table View form and returns you to the Contribution Reporting window.

ii. Delete

By clicking the Delete button, you are able to delete a view that has been saved. When you first click the Delete button, a message will be displayed as shown in Figure 67 below.

Figure 67
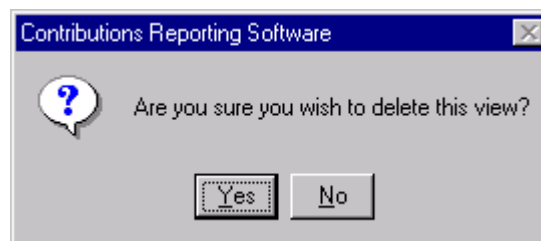
If you are certain you want to delete the view, press Yes. Otherwise, by pressing No you will be returned to the Table View form. A view name should be selected from the list in order to delete a particular view. If no name has been selected, the following message (Figure 68) will be displayed.

Figure 68
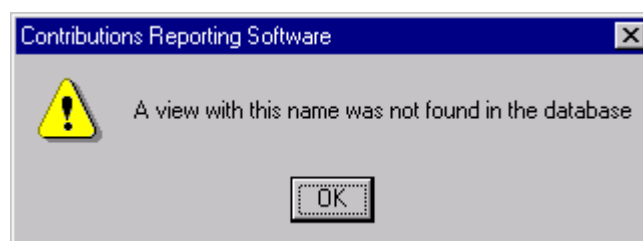
iii. Save

If you wish to save a particular view, you must first enter the name of the view in the View combo box. After clicking on the Save button, a message is displayed, as in Figure 69.

Figure 69

iv. Reset

The Reset button basically sets the Table View form back to the original defaults. This means that all check boxes will be selected and all criteria/compare fields will be cleared.

v. View/Refresh

The View/Refresh button is used when you wish to see a particular view from the View combo box, as well as refresh the screen.

XII. Maintenance Menu Forms

When you choose Maintenance at the top of the Contributions Reporting screen, the drop down menu shown in Figure 70 will appear. By choosing any of the menu items, a form will open that allows you to make additions, deletions, and updates to the information. Since these five screens have similar functionality, the following sections will describe the buttons used.

A. Add

When you click on the Add button, you will be able to type in the text boxes located at the top of each form in order to add new information.

B. Change

If you need to update an entry on one of the forms, select the row in the data grid that you wish to update and click the Change button. You will then be able to update the information in the text boxes at the top of the form. On the Employer Cost Factor form, the only item you can update is the Employer Cost Factors. You are not able to update the Class Codes or Class Descriptions.

Figure 70

C. Save

After you have added or updated a record, click the Save button to make sure all the information is saved to the database.

D. Delete

If you want to delete a record from one of the forms, choose the record from the data grid and click on the Delete button. A message is displayed to confirm that you want to delete the record, as shown in Figure 71.

Figure 71

If No is pressed, the deletion is canceled. If Yes is pressed, another message is displayed to notify you that the deletion has occurred (Figure 72).

Figure 72

E.   Close

By clicking the Close button, you will be returned to the Contributions Reporting screen.

F.   Print

The Print button is only available on the Employer Cost Factors screen. It allows you to print a listing of the available Employer Cost Factors.

XIII. Getting Help

Many of the procedures built into CRA provide messages for conditions encountered during processing. Warning messages are displayed prior to actions that would dramatically alter the database, change critical setup parameters or overwrite data files. Warning messages generally provide a description of the action that will occur. In addition, options are provided to continue or cancel the action as desired. Informational messages, on the other hand, basically provide information for events that have already occurred. Some are displayed only to signal the completion of a particular action. Others provide statistical information accumulated during processing. Occasionally, an intermittent informational message is displayed, signaling the end of one step while introducing the next. In reviewing Section X, specifically the description of the Create RSA File procedure, there are several messages that may be encountered during that process. Responding to all of them may get tiresome, especially after gaining experience with

CRA. However, they are provided to guide the Create RSA File process and to help ensure the best results possible while using CRA.

Finally, if an error is encountered while using CRA and all attempts to resolve it have failed, please record the error message and any other information, such as error numbers or file names, that may be provided with it. These may be helpful in resolving the problem. Once the error has been recorded, please call RSA Technical Support at 1-800-214-2158 ext. 154 for assistance.

XIV. Closing the Contributions Reporting Application

Closing CRA is as simple as clicking a button. However, if CRA windows other than the Contributions Reporting window are open, they must be closed first. Most windows have either a Close or Exit button that clears the window from the screen once the button is clicked. Practically all windows have an "X" located in the upper right-hand corner that will also close the window. Either method produces the same results.

Once the Contributions Reporting window is the only one left visible, check to make sure the database has been closed. If the database grid is visible, it is still open. Close the database by clicking the Close Database button. Afterwards, CRA can be terminated by clicking the Exit button. Don't worry if the database is accidentally left open when the Exit button is clicked. The Exit procedure automatically checks the database before CRA is terminated. If it is open, it is properly closed before CRA terminates. The Contributions Reporting window will be cleared from the screen when the application ends.

XV. Summary

The main purpose of CRA is to automate the process of maintaining Retirement/RSA-1 contributions and service credits for units. The Contributions Reporting Application User Manual describes most of the major components required to use CRA. However, there are additional messages that may be encountered at various times that have not been discussed. These messages are intended to be informative and, for the most part, relate to events that have or will occur. Error messages may also be displayed when conditions exist that would cause CRA to function improperly. These usually include technical information, which may require interpretation by RSA Technical Support personnel. The RSA Technical Support phone number is also available through the Setup menu under Version Information.

Addendum A: Certification of Part-Time Employment

Administrative Rule Number 800-2-2.01 adopted by the Employees' Retirement System under authority granted by Section 36-27-23(g). Code of Alabama 1975, provides, in part that "Any member of the Employees' Retirement Systems who shall assume a position of less than full-time shall continue to be a member of the Employees' Retirement System and shall receive creditable service in proportion to the percent of time he works when compared to the full-time employee." Also, in accordance with Administrative Rule Number 800-2-2.02 adopted by the Employees' Retirement System under authority granted by Section 26-27-23(g). Code of Alabama 1975, "A person on leave of absence (including sabbatical) with pay will receive proportional credit based on the amount of pay received in relation of his full-time salary."

In order to ensure compliance with the law, please review your monthly contributions reports to confirm that your reports provide the information necessary to identify and prorate service credits of employees who do not work full-time or who are not paid their full-time wages for the reporting period.

Addendum B: ACT #2000-669

ACT #2000-669 – Firefighters, Law Enforcement Officers, and Correctional Officers

This Act provides for the granting of hazardous duty time for service rendered as a firefighter, a law enforcement officer, or a correctional officer under certain terms and conditions. The following conditions must be met:

1. The member must be employed as a full-time firefighter and must be certified at a level one minimum standard certification by the Firefighters Personnel Standards and Education Commission, or;

    A full-time law enforcement officer or full-time correctional officer and be certified as such by the Alabama Peace Officers Standards and Training Commission.

2. The member shall contribute to TRS or ERS six percent (6%) of his or her earnable compensation beginning January 1, 2001.

3. A member who qualifies under this Act, who has previously qualifying service, may convert that pervious service to service eligible for the hazardous duty time by paying to the TRS or ERS an amount equal to one percent (1%) of his or her current annual earnable compensation or previous year's annual earnable compensation, whichever is higher. The member will have two (2) years from January 1, 2001 to have this time documented and the additional payment made. This time may be converted in increments of five (5) years.

When a member attains eligibility for service or disability benefits, he or she will receive one (1) year of hazardous duty time for each five (5) years of qualifying service or proportionate credit for periods of less than five (5) years.

*Please note that this Act does not allow a member to retire earlier than he or she would otherwise be eligible.

Addendum C: New Option for RSA-1 Members

RSA-1 is the Section 457 deferred compensation program offered to public officials, employees of the State of Alabama and employees of any political subdivision thereof. On August 16, 2000, the PEIRAF/RSA-1 Board voted to allow stocks as a new investment option for members of RSA-1. During the next 60 days, RSA-1 will be notifying all members regarding the new investment option available for the 2001 calendar year. The information you review will include the following points:

- The ability to choose between a stock or fixed income investment option through a member election.
- The election must be made *prior to December 15* to be effective January 1 of the following calendar year.
- The election can be made *only once per year*.
- The election will *remain in effect for one calendar year* after the election.
- The election will remain *in effect until subsequently revoked* by the member; however, as stated above, the election must remain in effect for a minimum of one calendar year after the election.
- The election can apply to:
    - The entire balance in the member's account (The member's entire account balance can be transferred between the stock option and fixed income option),
    - A percentage of the balance in the member's account,
    - New deferrals (The member can choose that the election apply to *New Deferrals Only*), or
    - Any combination of the above (Both the balance in the account and new deferrals, or a percentage of the balance in the account and new deferrals)
- If an election is NOT received prior to December 15 each year, the following default provisions will apply for the subsequent calendar year:
    - The member account balance will remain invested in the same manner as the current calendar year.
    - New deferrals will continue to be invested in the same manner as in the current calendar year.

Appendix A: Retirement Detail Report

Applies to ERS

Anytown Water Authority (AWA)

ERS – Retirement Contributions Report for the Month Ending November 30, 2000

Date: November 25, 2000

Dept. Code	Div. Code	Class. Code – Name	SSN	Retirement October	Contribution November	Full-time Service	Partial Service	Record Status
33	1111	11-Add, Chad	123-45-6732		102.00	40.00	20.00	Added
33	1111	10-Change, Lane	123-45-6733	103.00	128.75			Changed
33	1111	00-Delete, Pete	123-45-6731	101.00				Deleted
22	1111	01-Display, Summer	123-45-6722	82.00	82.00	40.00	42.00	
11	1111	02-Example, Susan	123-45-6712	92.00	92.00			
22	2222	03-Factors, Joey	123-45-6721	81.00	81.00			
22	2222	04-File, Kyle	123-45-6734	83.00	83.00			
33	2222	12-Locate, Kate	123-45-6734	104.00	104.00			
11	1111	00-Record, Linda	123-45-6713	93.00	93.00	40.00	28.00	
11	1111	01-Sample, Jimmy	123-45-6711	91.00	91.00			
22	1111	03-Setup, Paula	123-45-6724	84.00	84.00			
11	1111	01-Test, Bob	123-45-6714	94.00	94.00			
11	1111	11-Test, Bob	123-45-6714	34.00	34.00	40.00	20.00	
33	2222	01-Undelete, Mary	123-45-6735		61.20			Added
Total				**1,042.00**	**$1,129.95**			

End of Report

Applies to TRS

Anytown Water Authority (AWA)

TRS – Retirement Contributions Report for the Month Ending December 31, 2000

Date: December 25, 2000

School Code	Class. Code Name	SSN	Retirement November	Contribution December	Full-time Service	Partial Service	Record Status
331111	11-Chad Add	123-45-6732		102.00	20.00	10.00	Added
331111	10-Lane Change	123-45-6733	103.00	128.75	20.00	20.00	Changed
331111	00-Pete Delete	123-45-6731	101.00	101.00	20.00	20.00	Deleted
221111	01-Summer Display	123-45-6722	82.00	82.00	20.00	22.00	
111111	02-Susan Example	123-45-6712	92.00	92.00	20.00	20.00	
222222	03-Joey Factors	123-45-6721	81.00	81.00	20.00	20.00	
222222	04-Kyle File	123-45-6723	83.00	83.00	20.00	20.00	
332222	12-Kate Locate	123-45-6734	104.00	104.00	20.00	19.00	
111111	01-Linda Record	123-45-6713	93.00	93.00	20.00	20.00	
111111	01-Jimmy Sample	123-45-6711	91.00	91.00	20.00	20.00	
221111	03-Paula Setup	123-45-6724	84.00	84.00	20.00	20.00	
111111	11-Bob Test	123-45-6714	34.00	34.00	20.00	10.00	
111111	11-Bob Test	123-45-6714	94.00	94.00	20.00	20.00	
332222	01-Mary Undelete	123-45-6735		61.20	20.00	20.00	Added
Total			$1,042.00	$1,230.95			

End of Report

Appendix B: RSA-1 Detail Report

Applies to ERS, TRS, and RSA-1 Only

```
                    Anytown Water Authority (AWA)

   TRS – RSA-1 Contributions Report for the Month Ending December 31, 2000

                      Date: December 25, 2000


     Class                                        RSA-1       RSA-1
     Code    Name                  SSN          Contribution   Month

      01     Linda Record        123-45-6713      50.00-B       12
      01     Bob Test            123-45-6714      55.00-S       12
      01     Summer Display      123-45-6722      70.00-S       12
      04     Kyle File           123-45-6723      83.00-S       12
      03     Paula Setup         123-45-6724      65.00-B       12
      10     Lane Change         123-45-6733      59.00-S       11
                                                  68.00-S       12
      12     Kate Locate         123-45-6734      80.00-B       12

     Total                                       $530.00
                                                 $195.00-B
                                                 $335.00-S

                            End of Report
```

Appendix C : Totals

Applies to ERS and RSA-1 Only (ERS)

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                    Anytown Water Authority (AWA)                            │
│                                                                             │
│                                                                             │
│        ERS – Total Contributions Report for the Month Ending November 30, 2000 │
│                                                                             │
│                                                                             │
│                      Date:  November 25, 2000                               │
│                                                                             │
│                                                                             │
│                  *** Department / Division Totals ***                       │
│                                                                             │
```

Dept. Code	Div. Code	Retirement October	Contributions November	RSA-1 Contributions	Employee Summary Added	Deleted	Active
11	1111	404.00	404.00	$105.00 $50.00-B $55.00-S	0	0	5
22	1111	166.00	166.00	$135.00 $65.00-B $70.00-S	0	0	2
22	2222	164.00	164.00	$83.00 $0.00-B $83.00-S	0	0	2
33	1111	204.00	230.75	$68.00 $0.00-B $68.00-S	1	1	2
33	2222	104.00	165.20	$80.00 $80.00-B $0.00-S	1	0	2
Total Unit		$1,042.00	$1,129.95	$471.00 $195.00-B $276.00-S	2	1	13

```
│                            End of Report                                    │
└─────────────────────────────────────────────────────────────────────────────┘
```

```
                     Anytown Water Authority (AWA)


       ERS – Total Contributions Report for the Month Ending November 30, 2000


                          Date:  November 25, 2000


                         *** Division Totals ***


Dept. Div.  Retirement     Contributions   RSA-1              |--Employee Summary--|
Code  Code  October        November        Contributions    Added    Deleted   Active
--    1111  774.00         800.75            $308.00  1        1         9
                                             $115.00-B
                                             $193.00-S

--    2222  268.00         329.20            $163.00  1        0         4
                                              $80.00-B
                                              $83.00-S

Total Unit  $1,042.00      $1,129.95         $471.00  2        1        13
                                             $195.00-B
                                             $276.00-S


                             End of Report
```

Applies to ERS and RSA-1 Only (ERS)

```
                        Anytown Water Authority (AWA)


        ERS — Total Contributions Report for the Month Ending November 30, 2000


                          Date:  November 25, 2000


                          *** Unit Totals ***


Dept. Div.  Retirement      Contributions   RSA-1            |--Employee Summary--|
Code  Code  October         November        Contributions    Added    Deleted   Active

Total Unit  $1,042.00       $1,129.95             $471.00  2          1         13
                                                  $195.00-B
                                                  $276.00-S


                            End of Report
```

Applies to TRS and RSA-1 Only (TRS)

Anytown Water Authority (AWA)

TRS — Total Contributions Report for the Month Ending December 31, 2000

Date: December 25, 2000

*** School Totals ***

School Code	Retirement Contributions November	Contributions December	RSA-1 Contributions	|--Employee Summary--| Added	Deleted	Active
111111	$404.00	$404.00	$105.00 $50.00-B $55.00-S	0	0	5
221111	$166.00	$166.00	$135.00 $65.00-B $70.00-S	0	0	2
222222	$164.00	$164.00	$83.00 $0.00-B $83.00-S	0	0	2
331111	$201.00	$331.75	$127.00 $0.00-B $127.00-S	1	1	2
332222	$104.00	$165.20	$80.00 $80.00-B $0.00-S	1	0	2
Total Unit	$1,042.00	$1,230.95	$530.00 $195.00-B $335.00-S	2	1	13

End of Report

83

Applies to TRS and RSA-1 Only (TRS)

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                      Anytown Water Authority (AWA)                            │
│                                                                               │
│                                                                               │
│   TRS — Total Contributions Report for the Month Ending December 31, 2000     │
│                                                                               │
│                                                                               │
│                         Date: December 25, 2000                               │
│                                                                               │
│                                                                               │
│                        ***  Unit Totals  ***                                  │
│                                                                               │
│                                                                               │
│School      Retirement Contributions      RSA-1      |--Employee Summary--|    │
│ Code        November     December    Contributions   Added Deleted  Active    │
│                                                                               │
│Total Unit   $1,042.00   $1,230.95      $530.00         2       1       13     │
│                                        $195.00-B                              │
│                                        $335.00-S                              │
│                                                                               │
│                            End of Report                                      │
└─────────────────────────────────────────────────────────────────────────────┘
```

Appendix D: Employee Year-To-Date

Applies to ERS

Anytown Water Authority (AWA)

ERS – Year-To-Date Contributions Report for the Month Ending December 31, 2000

Date: December 25, 2000

Name: Bob Test
SSN: 123-45-6714

Department: 11
Division: 1111
Classification: 01 – Regular State Employee

Contribution Month	Retirement Contribution	Full-time Service	Partial Service	RSA-1 Contribution	RSA-1 Month	Record Status
Jul 2000				$0.00		
Aug 2000				$0.00		
Sep 2000				$0.00		
Oct 2000				$0.00		
Nov 2000	$94.00	20.00	20.00	$55.00-S	11	Added
Dec 2000	$94.00	20.00	20.00	$55.00-S	12	
Total	**$188.00**			**$110.00**		
				$0.00-B		
				$110.00-S		

Department: 11
Division: 1111
Classification: 11 - Firefighter

Contribution Month	Retirement Contribution	Full-time Service	Partial Service	RSA-1 Contribution	RSA-1 Month	Record Status
Jul 2000				$0.00		
Aug 2000				$0.00		
Sep 2000				$0.00		
Oct 2000				$0.00		
Nov 2000	$34.00	20.00	10.00	$0.00		Added
Dec 2000	$34.00	20.00	10.00	$0.00		
Total	**$68.00**			**$0.00**		
				$0.00-B		
				$0.00-S		

Anytown Water Authority (AWA)

TRS – Year-To-Date Contributions Report for the Month Ending December 31, 2000

Date: December 25, 2000

Name: Bob Test
SSN: 123-45-6714

School: 111111
Classification: 01 - Teacher

Contribution Month	Retirement Contribution	Full-time Service	Partial Service	RSA-1 Contribution	RSA-1 Month	Record Status
Jul 2000				$0.00		
Aug 2000				$0.00		
Sep 2000				$0.00		
Oct 2000				$0.00		
Nov 2000	$94.00	20.00	20.00	$55.00-S	11	Added
Dec 2000	$94.00	20.00	20.00	$55.00-S	12	
Total	$188.00			$110.00		
				$0.00-B		
				$110.00-S		

School: 111111
Classification: 01 - Teacher

Contribution Month	Retirement Contribution	Full-time Service	Partial Service	RSA-1 Contribution	RSA-1 Month	Record Status
Jul 2000				$0.00		
Aug 2000				$0.00		
Sep 2000				$0.00		
Oct 2000				$0.00		
Nov 2000	$34.00	20.00	10.00	$0.00		Added
Dec 2000	$34.00	20.00	10.00	$0.00		
Total	$68.00			$0.00		
				$0.00-B		
				$0.00-S		

Anytown Water Authority (AWA)

TRS – Year-To-Date Contributions Report for the Month Ending December 31, 2000

Date: December 25, 2000

Name: Kate Locate
SSN: 123-45-6714

School: 332222
Classification: 12 – Law Enforcement Officer

Contribution Month	Retirement Contribution	Full-time Service	Partial Service	RSA-1 Contribution	RSA-1 Month	Record Status
Jul 2000				$0.00		
Aug 2000				$0.00		
Sep 2000				$0.00		
Oct 2000				$0.00		
Nov 2000	$104.00	20.00	19.00	$80.00-B	11	Added
Dec 2000	$104.00	20.00	19.00	$80.00-B	12	

Total	**$208.00**			$160.00		
				$160.00-B		
				$0.00-S		

88

Applies to RSA-1 Only

```
                    Anytown Water Authority (AWA)


ERS – Year-To-Date Contributions Report for the Month Ending December 31, 2000


                        Date: December 25, 2000

                        Name: Kate Locate
                        SSN: 123-45-6734


        Contribution        RSA-1          RSA-1        Record
          Month          Contribution      Month        Status

        Oct 2000            $0.00
        Nov 2000           $80.00-B          11
        Dec 2000           $80.00-B          12


        Total             $160.00
                          $160.00-B
                            $0.00-S
```

Appendix E: Unit Year-To-Date

Applies to ERS and TRS

```
                        Anytown Water Authority (AWA)


   TRS - Year-To-Date Contributions Report for the Month Ending December 31, 2000


                          Date: December 25, 2000

                          ***  All Employees ***


Contribution    Retirement        RSA-1      |---Record Status Summary---|    Total
   Month       Contribution    Contribution   Blank  Added Changed Deleted   Active

   Jul 2000       $0.00           $0.00         0      0      0       0         0
                                  $0.00-B
                                  $0.00-S

   Aug 2000       $0.00           $0.00         0      0      0       0         0
                                  $0.00-B
                                  $0.00-S

   Sep 2000       $0.00           $0.00         0      0      0       0         0
                                  $0.00-B
                                  $0.00-S

   Oct 2000       $0.00           $0.00         0      0      0       0         0
                                  $0.00-B
                                  $0.00-S

   Nov 2000     $1,042.00        $403.00        0     12      0       0        12
                                 $195.00-B
                                 $208.00-S

   Dec 2000     $1,230.95        $530.00       10      2      1       1        13
                                 $195.00-B
                                 $335.00-S
   _____

Total          $2,272.95        $933.00
                                 $390.00-B
                                 $543.00-S
```

Applies to RSA-1 Only

```
                      Anytown Water Authority (AWA)


ERS — Year-To-Date Contributions Report for the Month Ending December 31, 2000


                        Date: December 25, 2000

                        *** All Employees ***


        Contribution      RSA-1      |--Record Status--|   Total
          Month        Contribution   Blank    Deleted     Active

        Oct 2000          $0.00         0         0          0
                          $0.00-B
                          $0.00-S

        Nov 2000        $728.00-B      10         0         10
                        $343.00-B
                        $385.00-S

        Dec 2000        $936.00        13         0         13
                        $332.00-B
                        $604.00-S



         Total        $1,664.00
                        $175.00-B
                        $989.00-S
```

Appendix F: Remittance Reports

Applies to ERS and TRS

```
                    Anytown Water Authority (AWA)
_____

        TRS Retirement Contributions and Remittance for December 2000


Employee Retirement Contributions for November 2000:           $801.00
      Less Employee Deletions for December 2000:        -      $101.00
      Plus Employee Additions for December 2000:        +       $61.20
                                                       _____

Employee Retirement Contributions for December 2000:           $761.20


Employer Retirement Contribution at factor 0.5:         +      $380.60
                                                       _____


Remittance for factor 0.5
for December 2000:                                           $1,141.80

Prepared By:  Heather
Phone Number: 222-2222
Report Date:  12/25/2000
```

Applies to ERS, TRS, and RSA-1 Only

Anytown Water Authority (AWA)

RSA-1 Totals

  Payroll Date:

    November 30, 2000 $59.00-S

    December 31, 2000 $195.00-B
                                                   $276.00-S

Total RSA-1 Contributions (all factors)
for December 2000:   **$530.00**
                                            $195.00-B
                                          $335.00-S

Prepared By: Heather
Phone Number: 222-2222
Report Date: 11/21/2000

Applies to ERS

Anytown Water Authority (AWA)

ERS Retirement Contributions and Remittance for May 2001

Employee Retirement Contributions for May 2001: $1,187.00

Total Employer Retirement Contributions   + $710.50

Cost of Living Payments for May 2001:   + $75.00

    1988 Cost of Living Pmt.: $50.00
    1996 Cost of Living Pmt.: $25.00

                                   _____

Total Remittance for May 2001:   **$1,972.50**

Prepared By: Heather
Phone Number: 222-2222
Report Date: 12/1/2000

Applies to TRS

```
┌────────────────────────────────────────────────────────────────────────┐
│                                                                        │
│                   Anytown Water Authority (AWA)                         │
│                                                                        │
├────────────────────────────────────────────────────────────────────────┤
│                                                                        │
│        TRS Retirement Contributions and Remittance for December 2000    │
│                                                                        │
│ Employee Retirement Contributions for December 2000:       $889.95     │
│                                                                        │
│     Total Employer Retirement Contributions        +       $477.16     │
│                                                                        │
│                                                    _____      │
│                                                                        │
│ Total Remittance for December 2000:                      $1,367.11     │
│                                                                        │
│                                                                        │
│ Prepared By:  Heather                                                   │
│ Phone Number: 222-2222                                                  │
│ Report Date:  11/21/2000                                                │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
```